

Mayor
Michael Mattox

Vice Mayor
Beverley Dalton

Council Members
Jay Higginbotham William "Bill" Ferguson
Charles Edwards Tracy Emerson
Tim George

Altavista Town Council
July 8, 2014
Regular Meeting (7:00 p.m.) Agenda
J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

I. **Call to Order**

II. **Invocation**

III. **Approval of Agenda**

IV. **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

V. **SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: TBD)

A) Resolutions – State Champions – Forensics

VI. **CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Regular Meeting June 10, 2014*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works/Utility Department
 - Transit System

VII. PUBLIC HEARING(S) (Estimated Time: 0)

None Scheduled At This Time

VIII. STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Estimated Time: 15 minutes)

- A) Council Committees
 - i) Finance/Human Resources Committee (Dalton)
 - ii) Police/Legislative Committee (Edwards)
 - iii) Public Works/Utility Committee (Ferguson)
- B) Others
 - i) Altavista Planning Commission (Dan Witt)
 - ii) Altavista Area Chamber of Commerce (Heather Reynolds)

IX. NEW BUSINESS (Estimated Time: 5 minutes)

- A) Transportation Priorities Work Session Request

X. UNFINISHED BUSINESS (Estimated Time: 5 minutes)

XI. MANAGER'S REPORT (Estimated Time: 5 minutes)

- A) Town Council Calendars (July/August)
- B) Informational Items

XII. Matters from Town Council

XIII. CLOSED MEETING (If necessary)

XIV. Adjournment

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

<p>AGENDA ITEM</p>	<p>SYNOPSIS AGENDA JULY 8, 2014 REGULAR ALTAVISTA TOWN COUNCIL MEETING</p>
<p>I. Call To Order</p>	
<p>II. Invocation</p>	<p>Mitch Etheridge, Pastor – Motley Baptist Church</p>
<p>III. Approval of Agenda</p>	<ul style="list-style-type: none"> • Approve Agenda as presented or modified. <p><i>Enclosure: NO</i></p>
<p>IV. Public Comment Period</p>	<p><i>Enclosure: NO</i></p>
<p>V. Special Items or Recognitions</p>	<p><i>State Champion Resolutions</i></p> <p><i>Enclosure(s): NO</i></p>
<p>VI. Consent Agenda</p>	<ul style="list-style-type: none"> a) Approval of Minutes – Regular Meeting June 10th b) Receive monthly Invoices c) Receive monthly review of Revenues and Expenditures d) Receive month review of Reserve Balance/Investment Report e) Departmental Reports <p><i>Enclosures: YES</i></p> <p>Need a motion to Approve the items on the Consent Agenda.</p>
<p>VII. Public Hearings</p>	<p>None scheduled at this time.</p>
<p>VIII. Standing Committees /Commissions/ Board Reports</p>	<ul style="list-style-type: none"> ❖ Finance/Human Resources Committee Report – Chairman Dalton ❖ Police/Legislative Committee: Chairman Edwards ❖ Public Works/Utility Committee: Chairman Ferguson <p>Others:</p> <ul style="list-style-type: none"> ❖ Altavista Planning Commission (Dan Witt) ❖ Altavista Area Chamber of Commerce (Heather Reynolds)

July 8, 2014 Town Council Agenda Synopsis

IX: New Business	❖ Transportation Priorities “Work Session” Request <i>Enclosure(s): YES</i>
X: Unfinished Business	None scheduled at this time. <i>Enclosure(s): NO</i>
XI: Manager’s Report	a. Town Council Calendars <i>Enclosure(s): Yes</i> b. Informational Items
XII: Closed Meeting	

Upcoming Meetings:

(All Meetings are at Town Hall unless noted)

July 31st – Public Works/Utility Committee Regular Monthly Meeting (7:00 a.m.)
Finance/HR Committee Regular Monthly Meeting (8:15 a.m.)

Regular Council Meeting—June 10, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on June 10, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Mike Duncan, Central Baptist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Kenneth Walsh, Police Department
Mr. David Garrett, Public Works/Utilities Director
Mr. Steve Bond, Wastewater Treatment Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mr. Emerson, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

Mr. Arthur Boscarino, 1410 Broad Street, addressed Council in regards to the health insurance advising he has worked with insurance for 45 years and asked that Council bid out for the health insurance coverage adding there are a lot of options available.

Mr. Higginbotham questioned if someone should be hired for this process or could it be done internally.

Mr. Boscarino responded this could be done internally and noted when renewing insurance, it no longer has to be kept for a year; a group policy can be canceled within 30 days.

Mr. Higginbotham questioned how much it should cost if a consultant was hired to create the RFP.

Mr. Boscarino responded the only reason a consultant would charge a fee is if they don't take commission on the case; normal group commissions are 2%.

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Mayor Mattox asked if anyone else would like to speak.

No one came forward.

5. Special Items or Recognitions

A) Resolutions—State Champions—Boy’s Basketball & Individual Forensics

Mayor Mattox advised the following resolution was presented to the Altavista High School Colonels Virginia “A” Division State Boys’ Basketball Champions:

RESOLUTION COMMENDING THE ALTAVISTA HIGH SCHOOL COLONELS, VIRGINIA “A” DIVISION 1 STATE BOYS’ BASKETBALL CHAMPIONS

~~WHEREAS~~, the Altavista High School boys’ basketball team defeated Radford High School in an eagerly anticipated match up at Virginia Commonwealth University’s Stuart C. Siegel Center to win the Virginia High School League Group A Division 1 championship on March 15, 2014; and

~~WHEREAS~~, the Altavista High School boys’ basketball team defended their 2013 VHSL Group A Division 1 State Boys Basketball Championship with the victory of Radford High School in the State Finals; and

~~WHEREAS~~, the Colonels entered the Conference 44 Tournament as the #1 seed with a first round bye and opened up tournament play by defeating Cumberland High School 78 - 42; and overcame a scrappy effort by Parry McCluer High School in the Conference 44 title game with a hard fought 47 – 37 victory advancing to Regional play; and

~~WHEREAS~~, in Regional play, the Colonels continued their winning ways by defeating Colonial Beach by a score of 72 – 43 and Washington & Lee by a score of 81 - 49 and capturing the Regional title with a 79 – 50 victory over Surry High School and advancing to the State semi-final game in Salem against Galax High School; and

~~WHEREAS~~, the Altavista High School boys’ basketball team headed to the Salem Civic Center for their March 7, 2014 Final Four match up with Division 1A West Runner Up Galax High School, with a stellar defensive effort and a balanced scoring attack the Colonels pulled away late for a 54 – 41 victory, setting up the much anticipated matchup with the 2013 VHSL 2A champions, the Radford High School Bobcats; and

~~WHEREAS~~, the matchup between two defending state champions is a truly rare occurrence, the Colonels and the Bobcats would square off to determine who would become the Champion of Champions and back to back state titlist; and

~~WHEREAS~~, the Altavista High School boys’ basketball team played exceptional defense and shot 67% from the field in the second half while holding Radford High School to 37% shooting for the game and ran a perfectly executed inbound play with 18 seconds left in the game to seal the 49 – 44 victory in the “Clash of the Champions and claimed back to back VHSL Boys Basketball titles; and

~~WHEREAS~~, the Altavista Colonels boys’ basketball team capped the 2013-2014 basketball season with a 22 -3 record as Conference 44; Region 1A East and Virginia High School League Group A, Division 1 champions, the second consecutive state championship and their third since 2002; and

~~WHEREAS~~, the triumphant performance of the Colonels boys’ basketball team is a tribute to the talent, dedication, and perseverance of the players; the leadership of Head Coach Mike Cartolaro and his hardworking staff; and the support of parents, students, and faculty & administration of Altavista High School; now therefore

~~BE IT RESOLVED~~, the Altavista Town Council recognizes and congratulates the 2013-2014 Altavista High School boys’ basketball team, its coaches and the school’s administration on their outstanding season; and

~~BE IT FURTHER RESOLVED~~, that a copy of this resolution is presented to Altavista High School as an expression of the admiration of the Town of Altavista and its citizens for the championship performance of the 2013-2014 Altavista High School boys’ basketball team.

Adopted the 10th day of June 2014.

Michael E. Mattox, Mayor

Attested:

J. Waverly Coggsdale, III, Town Manager

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A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the resolution presented to the Altavista High School Colonels Virginia “A” Division State Boys’ Basketball Champions

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox thanked all those involved in making the annual Uncle Billy’s Day a success noting he had only received positive comments.

6. Consent Agenda

- a) Approval of Minutes-Special Called Meeting May 13, 2014; Regular Meeting May 13, 2014; Continued Meeting “Work Session” May 20th
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works/Utility Department
 - Transit System

A motion was made by Mr. Emerson, seconded by Mr. Ferguson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

- a) Council Committees
 - i. Finance/Human Resources Committee

Water Line Financing

Mrs. Dalton advised after last month’s presentation by the consultant (Raymond James), the Water Line Financing issue was referred back to the Finance Committee for additional review and discussion. Based on the consensus of Town Council that funds will need to be borrowed, the Committee recommends that we begin the next step with our consultant to receive bids regarding the funding options for the water line project(s). Staff has received correspondence from the consultant

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that at their listed hourly rates and estimated time, a not to exceed amount of \$7,000 should be sufficient. Based on the past decision of Council, staff would recommend that the Town Manager be authorized to execute an agreement for said services.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to authorize the Town Manager to execute an agreement with Raymond James in regard to services related to the funding options for the waterline project(s) with a not to exceed cost of \$7,000.

Mr. Higginbotham questioned if Council would definitely be borrowing funds.

Mrs. Dalton responded some funds would be borrowed earlier rather than later in the process with the amount yet to be determined. She stated in borrowing from the Town itself, the Committee has agreed all cannot be borrowed from the Town. There may be some designated funds that can be borrowed and then repaid. She mentioned there is a reserve policy in place that can't be invaded at this point.

Mr. Edwards asked that borrowing from the Town be analyzed.

Mr. Higginbotham stated expertise is needed in obtaining bonds and asked if banks should be looked at first and then internally. He asked if Council was a month early dealing with Raymond James. He referred to the special meeting of May 20 when Council determined they would borrow \$3 to \$5 million and stated he felt Council needed to borrow from the Town. He asked Mr. Eller to determine what Council could borrow from themselves and what they couldn't. He felt this should be determined before moving forward with a consultant.

Mr. Coggsdale suggested Council concentrate on the first two projects, 1A and 1B. Project 1A is going out to bid at the end of June. The second project has to be worked in conjunction with Virginia Department of Transportation in regards to paving Main Street. Both projects total \$3.9 million. He stated the consultant advised at the special meeting if the policy was changed \$1.3 million would be freed up from the reserve policy; this is the amount that is not designated or spoken for.

Mayor Mattox noted Council is also looking at USDA and grant funding.

Mrs. Dalton felt Council was far along in the process and asked to move along with the allocation of funds and continue to look at additional options without delaying these two projects.

Mr. Coggsdale reminded Council they adopted the reimbursement resolution.

Mr. Edwards felt funds would have to be borrowed and thought Council should spend time understanding what the funds are, what the restrictions are, what the value is and what the surplus will be next year.

Mr. George asked how quick Council will move to the other projects.

Mr. Coggsdale advised staff is meeting with engineers to determine.

Mr. Higginbotham questioned if there was a validated hydraulic model.

Mr. Garrett said it hadn't been 100% validated.

Mr. Higginbotham stated this would not impact Bedford Avenue but would definitely affect what is done on Main Street. He felt the validated

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hydraulic model would come into play as to how quickly the projects are pushed forwarded.

Mr. George stated if he knew if Project 3 was 10 years from now it would affect whether to borrow or use the Town's funds.

Mrs. Dalton noted there is a study from WW Associates that recommends seven projects in 10 years and their recommendation is that these projects should have started way before now.

Mayor Mattox clarified this motion is to bring in a consultant to help Council decide the best route to take whether it is bond, borrowing from the Town or the bank.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

VRS Contribution Rate

Mrs. Dalton advised per a memorandum from Mrs. Shelton, Finance Director, the Town was previously given the option to elect their employer contribution rate every biennium for the Virginia Retirement System (VRS). In the past, the Council has chose to select the full rate certified by the VRS Board so as not to have a steep increase in future contribution rates. Staff recommended and the Committee concurred that the resolution accepting the budgeted VRS certified rate of 10.94% be adopted.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to adopt the resolution to accept the budgeted VRS certified rate of 10.94%."

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Budget Amendments/Policy

Mrs. Dalton advised staff presented two budget amendments for the Committee's consideration, the first is to reallocate \$10,000 in the Water Department's budget to the "Other Operating Supplies" from the "Repairs and Maintenance" line item. This action requires no new funds. The second involves the receipt of funds associated with an insurance claim related to damage to one of the stone columns at Avoca's entrance. This budget amendment is in the amount of \$12,400 and is in the Non-Departmental section of the budget and staff has set up a new line item to handle insurance claims.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the two budget amendments as presented.

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Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mrs. Dalton advised staff discussed with the Committee the possibility that if a budget amendment involves moving funds within the operational budget (excluding "Salaries/Wages") of a department that staff be allowed to administratively perform such action without committee or council approval. These "administrative" budget amendments would be reported to the Committee and Council on a monthly basis. She stated the Committee recommends that this request be approved.

A motion was made by Mrs. Dalton, seconded by Mr. George, that the Town Manager be authorized to approve budget amendments to departmental operational budgets (excluding "Salaries/Wages") when no new funds are required.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Verizon Wireless Contract Renewal (Melinda Drive tank)

Mrs. Dalton advised staff reviewed the proposed amendment to the "Alltel Communications of Petersburg, Inc." d/b/a Verizon Wireless contract and recommended that Option #1 (Adding only 1, 5 year lease) be accepted. This option also increases the rent by an amount equal to three percent (3%) of the annual rent due for the immediately preceding lease year. The recommendation is for the contract to be executed utilizing Option #1.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the Town Manager be authorized to execute documents related to the Verizon Wireless lease contract as outlined.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

ii. Police/Legislative Committee

Downtown Parking Enforcement

Mr. Edwards advised staff updated the Committee regarding on-going complaints in regards to excessive parking in the downtown area. Chief

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Walsh has explored options and felt that the existing “2 hour parking” signage needed to be clarified so that it applied to the entire block of a street for enforcement purposes. The Committee agreed with the concept and would like for staff to develop appropriate and enforceable wording for signs in the central business district. Mr. Edwards also advised the Committee discussed that “Customer Courtesy” placards be provided to businesses which can be temporarily distributed to customers who may need parking in excess of 2 hours.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that staff be authorized to develop wording for the signage in the Central Business District regarding “2 hour parking” that would apply to an entire block.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Regional Drug Task Force

Mr. Edwards advised the Police Committee reviewed a memorandum from Chief Walsh regarding potential membership to the Central Virginia Drug Task Force (CVDTF) and the allocation of a new position should membership be granted. The Committee recommends the Town of Altavista Police Department seek membership into the CVDTF and if granted membership, a new position be allocated for that purpose.

Chief Walsh added historically, over the past three years the task force has seized quite a bit of assets including U.S. currency which is distributed equally among all members of the task force. He stated he could not guarantee the Police Department would receive all of the funds that have been invested but a very good chance of a large percentage.

Mr. George questioned the number of departments making up the task force.

Chief Walsh responded Virginia State Police, Lynchburg Police Department, Campbell, Appomattox and Amherst Counties.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that the Altavista Police Department be given the authority to seek membership in the Central Virginia Drug Task Force and if granted membership a new position be allocated for that purpose.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

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Personal Storage in Buildings

Mr. Edwards mentioned at the last Council meeting, the item of storage of items in buildings located in the downtown area was brought up. This concern was forwarded to the Town Attorney for review; he advised this was a private matter and Council has no jurisdiction over it.

Mass Notification System

Mr. Edwards reported Chief Walsh updated the Committee on the possibility of implementing a “mass notification system” that would assist in helping the Police Department as well as other Town departments communicate with citizens and businesses. Chief Walsh will be working with a potential vendor in regard to setting up a demonstration for the full Council.

iii. Public Works/Utility Committee

Town Property Use Request

Mr. Ferguson advised the Public Works/Utility Committee reviewed the request for the use of town property as an access for the development of residential lots. This item was presented to Council at last month’s meeting and referred to Committee. He stated the Committee recommends that the use be granted with the understanding that the Town would not provide services such as street maintenance, snow removal, solid waste collection.

A motion was made by Mr. Ferguson, seconded by Mr. Edwards, that the request for use of the Town property, the unopened portion of Valley View Drive, be granted per the agreed upon conditions.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Tree Removal Request—Main Street

Mr. Ferguson advised a local business contacted staff regarding the removal of a tree along Main Street that they feel is negatively impacting their building. At the Committee meeting it was agreed to remove the tree but after further review, this tree is one of many on Main Street that are the same size. The Committee feels they need to be consistent with what is done with the trees. Mr. Garrett is to review and return to the Committee with a recommendation.

Other Items

The Committee discussed the engineering proposal for Project 1B (Main Street Waterline Replacement) and per staff’s request deferred making a recommendation.

Utility Fee Discussion: Staff discussed with the Committee the utility fee discussion that was brought up by a property owner at the last Council meeting and followed up with the individual.

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Mr. Higginbotham asked if this item would be addressed. He felt the renters are being discriminated against because they have to pay a \$150 utility deposit fee for utilities when home owners are charged a \$75.00 utility deposit fee. Mr. Higginbotham requested statistics showing if the town is losing money on a renter versus a homeowner.

Mr. Coggsdale advised this information would be available at the next meeting.

CIP: Staff indicated that they had followed up with the citizen who had inquired about several capital improvement projects related to the utility system.

Sidewalk replacement: Staff indicated to the Committee that there are plans to replace a section of sidewalk on Franklin Avenue between 10th Street and the old Moseley Heights Elementary School. The project will be funded through the Highway Fund.

b) Others

9. New Business

A) Adoption of FY2015 Budget and Capital Improvement Program (CIP)

Mr. Coggsdale advised last month, Town Council conducted the required public hearing on the FY2015 Budget and Capital Improvement Program (CIP). Council conducted a work session on May 20th at which they discussed several budget items. Following the work session at the direction of Council, staff made changes to the budget which reduced the expenditures and transfers portion of the budget from \$7,436,400 to \$7,395,400. Staff was directed to reduce the one time CIP funding for Altavista EMS from \$50,000 to an annual contribution of \$10,000 (for a five year period). Council voted to reduce the Real Estate Tax Rate by 10% which in effect lowers the Town's rate per \$100 of assessed value from \$.16 to \$.144. This resulted in a decrease of revenue in that line item of \$41,000. With these two changes, the General Fund revenue was reduced from \$4,145,600 to \$4,104,600 and the General Fund expenditures were reduced from \$3,399,200 to \$3,359,220. Mr. Coggsdale advised as a result of the revisions made to the proposed FY2015 budget, the General Fund surplus changed from \$652,800 to \$651,800. He noted due to approval of the Altavista Police Department being given the authority to seek membership in the Central Virginia Drug Task Force and if granted membership a new position be allocated, the Police Department budget would increase by \$63,300, a change from \$878,600 to \$941,900. As a result the General Fund surplus would be reduced from \$651,800 to \$588,500.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the FY2015 Budget in the amount of \$7,395,400 is adopted and the funds be appropriated.

Mr. Higginbotham advised he would be voting no because Council will be borrowing \$3-\$5 million and real estate rates are being reduced (\$41,000 a year). He did not feel it was good business sense to borrow funds and yet reduce tax rates.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	No

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to adopt the FY2015-2019 Capital Improvement Program.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. George, that the PPTRA resolution setting the tax relief at 63% be adopted.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2014

Altavista, Virginia

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2014, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 63% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 63% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of “qualifying” (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.1. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

A motion was made by Mr. Ferguson, seconded by Mr. George, that the Tax Rates for the Town of Altavista be adopted, with the Real Estate reduced from \$.16 to \$.144, and all others remaining unchanged.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	No
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

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A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the Utility Rates (Water and Sewer) be adopted as advertised.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

Mayor Mattox complimented staff and the department heads for the time and efforts put forth on the budget.

10. Unfinished Business

A) Health Insurance RFP-Consultant Proposal

Mr. Coggsdale advised last month Council considered options related to dealing with the substantial increase of premiums for FY2015. Following consideration it was decided that we would work with our consultant to go out to bid for a new plan with one of the options being a “high deductible with a health savings account”. Council was presented with a proposal to help to assist with this process. The Town has renewed with the existing carrier at the new renewal rates for sixty days until the end of August. He stated the request for proposal process needs to begin immediately following the Council’s meeting in order to get quotes submitted and evaluated.

A motion was made by Mrs. Dalton, seconded by Mr. George, to authorize the Town Manager to execute the agreement with Business Solutions in the amount of \$4,500.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

11. Manager’s Report

- a) Project Updates
- b) Other Items as Necessary

Mr. Coggsdale advised Mr. Garrett is working with the Virginia Department of Transportation in regards to a “tree trimming” project on Bedford Avenue. He also mentioned the HVAC unit in the Administration wing is being repaired.

- c) Informational Items
- d) Town Council Calendars (June/July)

Regular Council Meeting—June 10, 2014

12. Matters from Town Council

Mayor Mattox advised he has received comments from citizens asking why merchants no longer display the American flag on Memorial Day and Veteran's Day. Historically, the Exchange Club or local civic organization took care of this. Mayor Mattox asked Mr. Coggsdale to check on this.

13. Closed Session

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 8:00 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 12/2014
FROM: 06/01/2014 TO: 06/30/2014

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
32319	81	BATES JR, ANTHONY D	06/05/2014	200.00
32320	103	BEACON CREDIT UNION	06/05/2014	670.00
32321	162	BENNETT'S MECHANICAL COMPANY I	06/05/2014	489.50
32322	9999998	BUCK, JANE	06/05/2014	150.00
32323	28	COLUMBIA GAS	06/05/2014	302.10
32324	9999997	CROZIER, MIRANDA	06/05/2014	13.20
32325	164	DMV	06/05/2014	460.00
32326	20	J JOHNSON ELLER JR	06/05/2014	1,887.75
32327	71	FAIRPOINT COMMUNICATIONS	06/05/2014	401.03
32328	122	FEREBEE-JOHNSON COMPANY INC	06/05/2014	948.46
32329	118	FERGUSON ENTERPRISES INC #75	06/05/2014	2,971.80
32330	119	FOSTER ELECTRIC CO INC	06/05/2014	396.03
32331	1	CHARLES NEWMAN	06/05/2014	100.00
32332	49	GERALDINE KAUFFMAN	06/05/2014	1,722.19
32333	50	GRETNA TIRE INC	06/05/2014	826.60
32334	57	ICMA RETIREMENT TRUST-457 #304	06/05/2014	1,060.00
32335	58	INSTRUMENTATION SERVICES INC	06/05/2014	485.40
32336	566	INTEGRATED TECHNOLOGY GROUP IN	06/05/2014	332.50
32337	1	JOHN PANNELL	06/05/2014	94.76
32338	300	NAPA AUTO PARTS	06/05/2014	195.20
32339	454	O'REILLY AUTOMOTIVE INC	06/05/2014	321.93
32340	447	PSYCHOLOGICAL HEALTH ROANOKE P	06/05/2014	205.00
32341	510	RIVER VALLEY RESOURCES LLC	06/05/2014	92.00
32342	504	SAFE SPACES LLC	06/05/2014	329.72
32343	9999997	SANDERS, STUART CARSON	06/05/2014	35.10
32344	80	SOUTHSIDE ELECTRIC COOP	06/05/2014	898.74
32345	253	STEVE'S FLORIST INC	06/05/2014	45.00
32346	484	TOWN GUN SHOP INC	06/05/2014	3,047.50
32347	515	DALE TYREE JR	06/05/2014	4,425.00
32348	92	UNIFIRST CORP	06/05/2014	1,040.21
32349	354	WILEY & WILSON	06/05/2014	7,084.93
32350	192	WW ASSOCIATES INC	06/05/2014	6,000.00
32351	116	XEROX CORP	06/05/2014	216.11
32352	128	ADAMS CONSTRUCTION CO	06/13/2014	413.51
32353	303	ALTAVISTA CHAMBER OF COMMERCE	06/13/2014	11,183.27
32354	578	AMERITAS LIFE INSURANCE CORP	06/13/2014	2,714.28
32355	461	KATHI BOGERT	06/13/2014	862.68
32356	12	BRENNTAG MID-SOUTH INC	06/13/2014	6,144.74
32357	294	BUSINESS CARD	06/13/2014	9,880.69
32358	581	BUSINESS SOLUTIONS INC	06/13/2014	500.00
32359	16	CAMPBELL COUNTY UTILITIES & SE	06/13/2014	362.88
32360	569	DIAMOND PAPER CO INC	06/13/2014	797.37
32361	301	ENGLISH'S LLC	06/13/2014	540.85
32362	490	ROBERT FINCH III	06/13/2014	6,377.60
32363	610	GOPHER	06/13/2014	1,558.61
32364	305	HAWKINS-GRAVES INC	06/13/2014	425.25
32365	533	LYNN KIRBY	06/13/2014	195.00
32366	9999997	LOGAN, KATHY	06/13/2014	15.58
32367	608	NORFOLK SOUTHERN RAILWAY COM	06/13/2014	1,000.00
32368	612	RAYMOND JAMES & ASSOC INC	06/13/2014	5,211.12
32369	379	REI CONSULTANTS INC	06/13/2014	3,052.48

32370	228	SYDNOR HYDRO INC	06/13/2014	1,975.00
32371	147	US POSTAL SERVICE/POSTMASTER	06/13/2014	140.00
32372	110	VUPS INC	06/13/2014	49.35
32373	9999997	ANTHONY, LISA	06/19/2014	28.62
32374	302	JERRY BARBEE	06/19/2014	150.00
32375	103	BEACON CREDIT UNION	06/19/2014	670.00
32376	418	BSW INC	06/19/2014	600.00
32377	574	CHRISTOPHER MICALE, TRUSTEE	06/19/2014	125.00
32378	9999997	DEANER, CHRISTOPHER D	06/19/2014	76.62
32379	264	WILLIAM F FERGUSON	06/19/2014	150.00
32380	9999997	GIBBS, LUCINDA	06/19/2014	32.65
32381	57	ICMA RETIREMENT TRUST-457 #304	06/19/2014	632.00
32382	564	JOHN JORDAN	06/19/2014	150.00
32383	9999997	RADER, MELISSA REDLINGER	06/19/2014	13.50
32384	9999998	Tucker, Larry	06/19/2014	150.00
32385	453	ELAINE THOMPSON	06/19/2014	150.00
32386	124	TREASURER OF VA	06/19/2014	2,209.55
32387	9999997	VIRGINIA PRESTIGE PROPERTIES	06/19/2014	40.10
32388	115	JOHN WOODSON	06/19/2014	150.00
32389	128	ADAMS CONSTRUCTION CO	06/27/2014	656.86
32390	9	AFLAC	06/27/2014	1,697.83
32391	126	ALTAVISTA VOLUNTEER FIRE CO IN	06/27/2014	2,500.00
32392	12	BRENNTAG MID-SOUTH INC	06/27/2014	2,129.49
32393	580	CHC OF VIRGINIA INC	06/27/2014	34,936.80
32394	32	CONTROL EQUIPMENT CO INC	06/27/2014	144.23
32395	609	DALY	06/27/2014	7,098.00
32396	36	DOMINION VIRGINIA POWER	06/27/2014	41,546.89
32397	544	ECOLOTREE	06/27/2014	6,885.00
32398	41	FISHER SCIENTIFIC	06/27/2014	964.79
32399	119	FOSTER ELECTRIC CO INC	06/27/2014	67.93
32400	49	GERALDINE KAUFFMAN	06/27/2014	330.00
32401	52	HACH COMPANY	06/27/2014	1,242.90
32402	305	HAWKINS-GRAVES INC	06/27/2014	43.05
32403	58	INSTRUMENTATION SERVICES INC	06/27/2014	708.00
32404	172	LLOYD ELECTRIC COMPANY INC	06/27/2014	1,359.42
32405	522	DEPT OF GENERAL SERVICES	06/27/2014	3,028.00
32406	613	JESSE MARLOW II	06/27/2014	319.88
32407	218	MINNESOTA LIFE	06/27/2014	129.10
32408	423	NTELOS	06/27/2014	732.43
32409	67	ORKIN PEST CONTROL LLC	06/27/2014	243.85
32410	72	PHYSICIANS TREATMENT CENTER	06/27/2014	45.00
32411	588	PITNEY BOWES GLOBAL FINANCIAL	06/27/2014	50.00
32412	450	REGION 2000	06/27/2014	2,648.27
32413	379	REI CONSULTANTS INC	06/27/2014	1,445.52
32414	575	SOUTHERN REFRIGERATION CORP	06/27/2014	2,184.85
32415	117	SPS VAR LLC	06/27/2014	1,000.00
32416	9999998	Trinity Lighthouse	06/27/2014	150.00
32417	306	TYREE-LITTLE'S HEATING & COOLI	06/27/2014	1,059.02
32418	92	UNIFIRST CORP	06/27/2014	1,113.57
32419	93	UNITED STATES POST OFFICE	06/27/2014	443.31
32420	95	UNITED WAY OF CENTRAL VA	06/27/2014	108.00
32421	601	VACORP	06/27/2014	26.59
32422	9999998	Webb, Dareyll	06/27/2014	150.00
32423	542	WILLOUGHBY & ASSOCIATES INC	06/27/2014	350.00
32424	428	WITT BUILDERS INC	06/27/2014	1,500.00
32425	427	CENTURYLINK	06/30/2014	2,244.79
32426	28	COLUMBIA GAS	06/30/2014	217.02

32427	71	FAIRPOINT COMMUNICATIONS	06/30/2014	406.35
32428	123	FIRE & SAFETY EQUIP CO INC	06/30/2014	480.00
32429	46	GENTRY LOCKE RAKES MOORE LLP	06/30/2014	2,131.06
32430	611	MEGA HERTZ	06/30/2014	4,264.41
32431	9999998	POPE, TONYA	06/30/2014	150.00
32432	9999998	SINGLETON, MARY ANN	06/30/2014	150.00
32433	80	SOUTHSIDE ELECTRIC COOP	06/30/2014	804.43
32434	484	TOWN GUN SHOP INC	06/30/2014	2,356.00
32435	35	TREASURER OF VA/VITA	06/30/2014	114.81

NO. OF CHECKS: 117

TOTAL CHECKS

228,533.51

Town of Altavista
FY 2014 Revenue Report
100% of Year Lapsed

General Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	410,000	410,000	190	0	419,520	102	419,500
Public Service - Real & Personal	62,000	62,000	0	0	86,631	140	86,600
Personal Property	195,000	195,000	1,583	1	163,907	84	195,000
Personal Property - PPTRA	100,000	100,000	-76	0	101,494	101	101,500
Machinery & Tools	1,470,100	1,470,100	0	0	1,518,419	103	1,518,400
Mobile Homes - Current	500	500	11	2	462	92	500
Penalties - All Taxes	5,000	5,000	217	4	7,127	143	7,100
Interest - All Taxes	3,000	3,000	130	4	3,216	107	3,200
Local Sales & Use Taxes	125,000	125,000	12,769	10	130,851	105	135,000
Local Electric and Gas Taxes	100,000	100,000	13,271	13	99,502	100	110,000
Local Motor Vehicle License Tax	43,000	43,000	371	1	44,186	103	44,200
Local Bank Stock Taxes	160,000	160,000	24,114	15	158,591	99	158,600
Local Hotel & Motel Taxes	60,000	60,000	12,693	21	80,521	134	84,000
Local Meal Taxes	620,000	620,000	65,706	11	606,697	98	645,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	1,000	1,000	50	5	1,050	105	1,050
Communications Tax	40,000	40,000	3,415	9	33,993	85	40,000
Transit Passenger Revenue	4,000	4,000	52	1	6,259	156	6,600
Business License Fees/Contractors	11,000	11,000	0	0	6,872	62	7,000
Business License Fees/Retail Services	110,000	110,000	3,385	3	109,657	100	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	302	4	6,747	79	6,700
Business License Fees/Repairs & Person Svcs	16,500	16,500	924	6	18,898	115	18,900
Business Licenses Fees/Wholesale Businesses	1,800	1,800	121	7	1,539	85	1,500
Business License Fees/Utilities	8,000	8,000	0	0	8,250	103	8,250

Town of Altavista
FY 2014 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,300	1,300	0	0	1,929	148	1,900
Permits - Sign	1,000	1,000	40	4	980	98	1,000
Fines & Forfeitures - Court	20,000	20,000	0	0	14,810	74	20,000
Parking Fines	200	150	0	0	470	313	470
Interest and Interest Income	47,000	47,000	52	0	59,140	126	60,000
Rents - Rental of General Property	1,000	1,000	150	15	1,137	114	1,100
Rents - Pavilion Rentals	2,000	2,000	275	14	3,313	166	3,300
Rents - Booker Building Rentals	4,000	4,000	575	14	3,575	89	3,600
Rents - Rental of Real Property	45,000	45,000	125	0	62,477	139	62,500
Property Maintenance Enforcement	1,300	1,300	0	0	2,668	205	2,700
Railroad Rolling Stock Taxes	18,000	18,000	0	0	19,060	106	19,000
State DCJS Grant	75,000	75,000	20,037	27	80,148	107	80,150
State Rental Taxes	1,100	1,100	122	11	490	45	500
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,000	99	9,100
State/VDOT Contract Services	3,000	3,000	0	0	6,948	232	6,950
VDOT Police Grant for Overtime	8,100	8,100	0	0	0	0	0
State Transit Revenue	12,810	12,810	0	0	18,757	146	19,000
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	1,600	1,600	0	0	1,982	124	2,000
Fuel - Fire Dept. (Paid by CC)	3,700	3,700	0	0	2,073	56	4,100
VDOT TEA 21 Grant	0	726,320	0	0	374,340	52	726,320
VDOT LAP Funding	0	751,758	0	0	170,214	23	751,760
Federal Transit Revenue	78,300	78,300	2,875	4	55,059	70	78,300
Federal/Byrne Justice Grant	4,000	4,000	0	0	4,538	113	4,500
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	4,646	46	6,227	62	6,200
Misc. - Cash Discounts	200	200	11	5	184	92	200

Town of Altavista
FY 2014 Revenue Report
100% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	48,000	3,038	6	70,881	148	70,900
Reimbursement of Insurance Claim	0	12,400	0	0	12,394	100	12,400
Misc. - State Forfeiture Fund	0	3,000	0	0	3,000	0	3,000
Misc. - Federal Forfeiture Fund			0		0		0
Transfer In from General Fund (C.I.P.)	0	23,007	0	0	0	0	0
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	224,922	0	0	0	0	0
	<u>3,975,710</u>	<u>5,752,067</u>	<u>171,173</u>	<u>2.98</u>	<u>4,657,281</u>	<u>80.97</u>	<u>5,716,650</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
100% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,667,080	5,994,787	383,973	6	5,027,522	84	5,752,650
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	27,067	1	1,623,055	48	3,218,800
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	141,360
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u><u>7,193,510</u></u>	<u><u>9,438,937</u></u>	<u><u>411,041</u></u>	<u><u>4</u></u>	<u><u>6,666,826</u></u>	<u><u>71</u></u>	<u><u>9,202,810</u></u>

Town of Altavista
Fund Expenditure Totals
FY 2014
100% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,667,080	5,994,787	383,973	6	5,027,522	84	5,752,650
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	27,067	1	1,623,055	48	3,218,800
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	141,360
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u><u>7,193,510</u></u>	<u><u>9,438,937</u></u>	<u><u>411,041</u></u>	<u><u>4</u></u>	<u><u>6,666,826</u></u>	<u><u>71</u></u>	<u><u>9,202,810</u></u>

Town of Altavista
Fund Expenditure Totals
FY 2014
100% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	33,530	33,530	5,148	15	28,648	85	33,930
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>33,530</u>	<u>5,148</u>	<u>15</u>	<u>28,648</u>	<u>85</u>	<u>33,930</u>
Administration							
Operations	709,900	723,157	43,624	6	674,299	93	732,950
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>4,264</u>	<u>61</u>	<u>4,264</u>	<u>61</u>	<u>7,000</u>
Administration - TOTAL:	<u>716,900</u>	<u>730,157</u>	<u>47,889</u>	<u>7</u>	<u>678,564</u>	<u>93</u>	<u>739,950</u>
Non-Departmental							
Operations	865,580	878,980	26,272	3	355,742	40	1,216,250
Transfer Out to Cemetery Fund	-31,200	-31,200	0	0	0	0	-32,870
Transfer Out to Enterprise Fund	0	-412,280	0	0	0	0	-639,670
Transfer Out to General Fund Reserve	-411,280	0	0	0	0	0	-141,360
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>-16,250</u>	<u>25</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>358,100</u>	<u>370,500</u>	<u>10,022</u>	<u>3</u>	<u>290,742</u>	<u>78</u>	<u>337,350</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>6,000</u>	<u>1,681,000</u>	<u>7,085</u>	<u>0</u>	<u>719,895</u>	<u>43</u>	<u>1,681,000</u>
Non-Departmental - TOTAL:	<u>364,100</u>	<u>2,051,500</u>	<u>17,107</u>	<u>1</u>	<u>1,010,637</u>	<u>49</u>	<u>2,018,350</u>
Public Safety							
Operations	918,180	921,180	63,046	7	742,249	81	829,450
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>58,250</u>	<u>7,098</u>	<u>12</u>	<u>12,763</u>	<u>22</u>	<u>16,000</u>
Public Safety - TOTAL:	<u>966,680</u>	<u>979,430</u>	<u>70,144</u>	<u>7</u>	<u>755,012</u>	<u>77</u>	<u>845,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
100% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	954,400	959,050	61,908	6	755,240	79	841,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>40,000</u>	<u>68,000</u>	<u>0</u>	<u>0</u>	<u>68,383</u>	<u>101</u>	<u>80,000</u>
Public Works - TOTAL:	<u>994,400</u>	<u>1,027,050</u>	<u>61,908</u>	<u>6</u>	<u>823,623</u>	<u>80</u>	<u>921,500</u>
Economic Development							
Operations	133,320	168,320	6,642	4	124,545	74	152,650
CIP	<u>129,400</u>	<u>129,400</u>	<u>0</u>	<u>0</u>	<u>244,124</u>	<u>0</u>	<u>244,000</u>
Economic Development - TOTAL:	<u>262,720</u>	<u>297,720</u>	<u>6,642</u>	<u>2</u>	<u>148,957</u>	<u>50</u>	<u>177,050</u>
Transit System							
Operations	85,400	85,400	4,997	6	77,956	91	85,100
Debt Service	0	0	0	0	0	0	0
CIP	<u>44,500</u>	<u>44,500</u>	<u>1,620</u>	<u>4</u>	<u>47,472</u>	<u>107</u>	<u>45,900</u>
Transit System - TOTAL:	<u>129,900</u>	<u>129,900</u>	<u>6,617</u>	<u>5</u>	<u>125,428</u>	<u>97</u>	<u>131,000</u>
GENERAL FUND TOTALS							
Operations	3,192,830	3,261,137	195,388	6	2,693,680	83	3,012,930
Debt Service	0	0	0	0	0	0	0
CIP	<u>275,400</u>	<u>1,988,150</u>	<u>20,067</u>	<u>1</u>	<u>877,189</u>	<u>44</u>	<u>1,854,300</u>
GENERAL FUND - GRAND TOTAL:	<u>3,468,230</u>	<u>5,249,287</u>	<u>215,455</u>	<u>4</u>	<u>3,570,869</u>	<u>68</u>	<u>4,867,230</u>

Town of Altavista
Council / Planning Commission
FY 2014 Expenditure Report
100% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	20,992	100	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	2,648	33	3,162	40	8,000
Other Charges	4,530	4,530	750	17	4,494	99	4,930
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	33,530	33,530	5,148	15	28,648	85	33,930

Town of Altavista
Administration
FY 2014 Expenditure Report
100% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	399,600	399,600	26,378	7	370,582	93	399,600
Other Employee Benefits	18,000	18,000	0	0	13,029	72	18,000
Services	145,300	145,300	6,319	4	139,663	96	153,350
Other Charges	119,900	133,157	8,979	7	126,550	95	134,900
Materials & Supplies	27,100	27,100	1,949	7	24,475	90	27,100
Capital Outlay	7,000	7,000	4,264	61	4,264	61	7,000
Total Expenditures	716,900	730,157	47,889	7	678,564	93	739,950

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
100% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	10,000	21	73,913	152	76,550
<i>Campbell County Treasurer</i>			0	0	30,845	0	30,850
<i>USDA Assistance</i>	0	0	0	0	210	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	2,500
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	20,000	100	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	300
<i>Uncle Billy's Day Funding</i>	20,000	20,000	10,000	50	20,000	100	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	358	72	400
Contribution - Altavista EMS	11,100	11,100	0	0	11,105	0	11,100
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	0	0	100,000	100	100,000
Contribution - Altavista Fire Co.	9,100	9,100	0	0	10,539	116	10,500
Contribution - Avoca	16,900	16,900	0	0	16,900	100	16,900
Contribution - Altavista On Track (MS)	85,000	85,000	0	0	35,000	41	35,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	323,700	323,700	10,000	3	257,457	80	303,050
NON-DEPARTMENTAL - Non-Departmental							
Fuel - Fire Company	5,000	5,000	0	0	3,797	76	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	0	0	3,797	76	5,000
NON-DEPARTMENTAL - SUBTOTAL	328,700	328,700	10,000	3	261,254	79	308,050
TRANSFER OUT							
Transfer Out - Cemetery Fund	31,200	31,200	0	0	0	0	32,770
Transfer Out - Enterprise Fund	0	412,280	0	0	0	0	705,870

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
100% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	16,250	25	65,000	100	65,000
TRANSFER OUT - TOTAL	507,480	508,480	16,250	3	65,000	13	803,640
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	22	0	29,489	100	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	22	0	29,489	100	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	865,580	866,580	26,272	3	355,742	41	1,141,090
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	907,900	6,108	1	531,184	59	907,900
Replacement Other than Buildings (Avoca)	6,000	6,000	0	0	6,000	100	6,000
Replacement Other than Buildings (VDOT LAP)	0	767,100	977	0	182,711	24	767,100
CAPITAL OUTLAY -TOTAL	6,000	1,681,000	7,085	0	719,895	43	1,681,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	871,580	2,547,580	33,357	1	1,075,637	42	2,822,090
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,100	2,039,100	17,107	1	1,010,637	50	2,018,450

Town of Altavista
Public Safety
FY 2014 Expenditure Report
100% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	785,680	785,680	55,169	7	640,780	82	696,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	5,900	5,900	450	8	3,985	68	5,900
Other Charges	40,300	40,300	902	2	31,586	78	38,050
Materials & Supplies	86,300	89,300	6,525	7	65,898	74	89,300
Capital Outlay	48,500	58,250	7,098	12	12,763	22	16,000
Total Expenditures	966,680	979,430	70,144	7	755,012	77	845,450

Town of Altavista
Public Works
FY 2014 Expenditure Report
100% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	673,300	673,300	41,617	6	518,473	77	555,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,500	8,500	2,133	25	7,721	91	8,500
Other Charges	25,600	25,600	1,999	8	22,586	88	26,350
Materials & Supplies	247,000	251,650	16,159	6	206,460	82	251,650
Debt Service	0	0	0	0	0	0	0
Capital Outlay	40,000	68,000	0	0	68,383	101	80,000
Total Expenditures	994,400	1,027,050	61,908	6	823,623	80	921,500

Town of Altavista
Economic Development
FY 2014 Expenditure Report
100% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	77,800	77,800	5,229	7	74,177	95	75,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	14,700	49,700	1,300	3	36,999	74	49,700
Other Charges	35,320	35,320	113	0	13,024	37	22,250
Materials & Supplies	5,500	5,500	0	0	345	6	5,500
Capital Outlay	129,400	129,400	0	0	24,412	19	24,400
Total Expenditures	262,720	297,720	6,642	2	148,957	50	177,050

Town of Altavista
Transit System
FY 2014 Expenditure Repost
100% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	57,700	57,700	4,560	8	54,802	95	57,700
Services	3,500	3,500	225	6	648	19	3,300
Other Charges	4,000	4,000	59	1	2,846	71	4,000
Materials & Supplies	20,200	20,200	153	1	19,660	97	20,100
Capital Outlay	44,500	44,500	1,620	4	47,472	107	45,900
Total Expenditures	129,900	129,900	6,617	5	125,428	97	131,000

Town of Altavista
FY 2014 Revenue Report
100% of Year Lapsed

Enterprise Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,000	4,000	0	0	2,209	55	2,400
Water Charges - Industrial	825,400	825,400	58,968	7	750,285	91	825,400
Water Charges - Business/Residential	229,700	229,700	55,146	24	262,492	114	229,700
Water Charges - Outside Community	147,700	147,700	23,634	16	132,678	90	147,700
Water Charges - Water Connection Fees	1,200	1,200	0	0	2,903	242	2,900
Sewer Charges - Industrial	1,100,000	1,100,000	95,162	9	1,059,602	96	1,100,000
Sewer Charges - Business/Residential	229,200	229,200	53,956	24	262,677	115	229,200
Sewer Charges - Outside Community	1,900	1,900	536	28	1,927	101	1,900
Sewer Charges - Sewer Connection Fees	4,000	4,000	0	0	3,100	78	4,000
Sewer Charges - Sewer Surcharges	45,000	45,000	4,150	9	60,271	134	60,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	0	0	4,663	133	4,700
Misc. Cash Discounts	200	200	0	0	18	9	200
Misc. Sale of Supplies & Materials	1,000	1,000	0	0	319	32	500
Miscellaneous	30,000	30,000	2,340	8	36,172	121	36,200
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	237,870	0	0	0	0	0
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	412,280	0	0	0	0	639,670
ENTERPRISE FUND - REVENUE:	<u>2,622,800</u>	<u>3,272,950</u>	<u>293,892</u>	<u>9</u>	<u>2,579,316</u>	<u>79</u>	<u>3,284,470</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
100% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	885,900	890,900	74,761	8	830,613	93	889,910
Debt Service	0	0	0	0	0	0	0
CIP	135,000	466,200	7,000	2	391,939	84	546,500
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,190,275</u>	<u>1,357,100</u>	<u>81,761</u>	<u>6</u>	<u>1,222,552</u>	<u>90</u>	<u>1,436,410</u>
Wastewater Department							
Operations	1,137,150	1,166,050	93,032	8	1,053,839	90	1,170,860
Debt Service	0	0	0	0	0	0	0
CIP	126,000	749,800	0	0	353,926	<u>47</u>	668,000
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>1,432,525</u>	<u>1,915,850</u>	<u>93,032</u>	<u>5</u>	<u>1,407,766</u>	<u>73</u>	<u>1,838,860</u>
ENTERPRISE FUND TOTAL							
Operations	2,023,050	2,056,950	167,793	8	1,884,452	92	2,060,770
Debt Service	0	0	0	0	0	0	0
CIP	<u>261,000</u>	<u>1,216,000</u>	<u>7,000</u>	<u>1</u>	<u>745,866</u>	<u>61</u>	1,214,500
Transfer Out	<u>338,750</u>	<u>0</u>					<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,622,800</u>	<u>3,272,950</u>	<u>174,793</u>	<u>5</u>	<u>2,630,318</u>	<u>80</u>	<u>3,275,270</u>

Town of Altavista
Water Department
FY 2014 Expenditure Report
100% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	526,200	526,200	40,028	8	494,770	94	526,210
Other Employee Benefits	0	0	0	0	0	0	0
Services	38,450	43,450	6,767	16	34,523	79	43,450
Other Charges	162,250	162,250	16,266	10	153,229	94	161,250
Materials & Supplies	159,000	159,000	11,699	7	148,091	93	159,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	135,000	466,200	7,000	2	391,939	84	546,500
Transfer Out to Reserves	169,375	0					0
Total Expenditures	1,190,275	1,357,100	81,761	6	1,222,552	90	1,436,410

Town of Altavista
Wastewater Department
FY 2014 Expenditure Report
100% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	643,900	643,900	48,049	7	595,150	92	645,110
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,850	41,750	7,046	17	23,459	56	41,750
Other Charges	311,800	311,800	29,967	10	291,028	93	313,800
Materials & Supplies	168,600	168,600	7,969	5	144,203	86	170,200
Debt Service	0	0	0	0	0	0	0
Capital Outlay	126,000	749,800	0	0	353,926	47	668,000
Transfer Out	169,375	0					0
Total Expenditures	1,432,525	1,915,850	93,032	5	1,407,766	73	1,838,860

Town of Altavista
Fund Expenditure Totals
FY 2014
100% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	420,000	645,500	16,926	3	417,879	65	645,500
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>16,926</u>	<u>2</u>	<u>417,879</u>	<u>53</u>	<u>795,500</u>

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Operations							
Cemetery - Operations - Total:	31,200	31,200	3,867	12	31,510	101	33,450
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>3,867</u>	<u>7</u>	<u>31,510</u>	<u>56</u>	<u>58,450</u>

Town of Altavista
FY 2014 State/Highway Fund
100% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway Maintenance	570,000	570,000	150,629	26	602,517	106	602,500
Street & Highway Maintenance/Carry Over	0	225500	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	0	0	0	42.06	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	570,000	795,500	150,629	19	602,559	76	828,000
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	26,000	54,100	571	1	14,516	27	54,100
Maintenance - Pavement	162,200	307,565	2,135	1	179,796	58	307,565
Maintenance - Traffic Control Devices	56,800	56,800	3,587	6	45,528	80	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	56,000	1,037	2	43,336	77	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	5,885	12	55,838	112	50,000
General Admin. & Misc. - Miscellaneous	75,000	111,035	3,711	3	78,865	71	111,035
State/Highway Reimb. Fund - Subtotal:	420,000	645,500	16,926	3	417,879	65	645,500
Improvements Other Than Buildings - New Engineering - New	150,000	150,000	0	0	0	0	150,000
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	150,000	150,000	0	0	0	0	150,000
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	570,000	795,500	16,926	2	417,879	53	795,500

Town of Altavista
FY 2014 Cemetery Fund
100% of Year Lapsed

Cemetery Fund - Fund 90	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	300	2	15,100	101	15,100
Interest/Interest Income	6,000	6,000	0	0	6,504	108	6,580
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	3,900	98	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>31,200</u>	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32,770</u>
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>300</u>	<u>1</u>	<u>25,504</u>	<u>45</u>	<u>58,450</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	795	8	11,759	124	11,000
Salaries and Wages/Overtime	500	500	30	6	787	157	800
Benefits/FICA	800	800	59	7	893	112	850
Benefits/VRS	1,100	1,100	86	8	1,264	115	1,200
Benefits/Medical Insurance is pre-paid	1,100	1,100	118	11	1,446	131	1,400
Benefits/Group Life	200	200	9	5	136	68	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,769	15	15,224	85	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>3,867</u>	<u>7</u>	<u>31,510</u>	<u>56</u>	<u>58,450</u>

Town of Altavista

Grand Total of all Investments and Deposits

Balance as of June 30, 2014

\$ 12,375,036.06

Non-Specific

Green Hill Cemetery 500,609.94

General Fund Reserves

Capital Improvement Program Reserves

3,071,156.04

Altavista EDA Funding 288,647.38 *

VDOT TEA 21 Enhancement Match 309,000.00

597,647.38

Enterprise Fund Reserves

Capital Improvement Program Reserves

185,891.83

PCB Remediation 626,288.83

Community Improvement Reserve 0.00

Police Federal 2,908.32

Police State 14,533.47

Train Station 0.00

Public Funds Money Market Accounts

6,557,523.52

Operating Checking Account (Reconciled Balance) **818,476.73**

DESIGNATED FUNDS **2,560,464.67**

Reserve Policy Funds (This figure changes annually w/audit)

UNDESIGNATED FUNDS

9,814,571.39

-6,142,695.00

3,671,876.39

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
Policy \$	4,827,099	1,315,596	6,142,695

NOTES:

Earmarked CIP Reserve / Trash Truck - FY 2015

-184,000.00

Earmarked for Final Downtown Map-21 Project

-77,600.00

Transfer of excess funds from Operating Acct. to MM

-1,200,000.00

Transfer of excess funds from Operating Acct. to MM

-300,000.00

Council apprvd on 5/13/14 a match for a USDA RBEG

-15,000.00

Earmarked for AOT No Interest Loan Program

-50,000.00

FY13 Carryover Needs

-2,698,735.00

Funding from VDOT and LAP from Downtown Projects

1,478,078.00

FY14 GF Projected Transfer out of Reserves to fund CIP

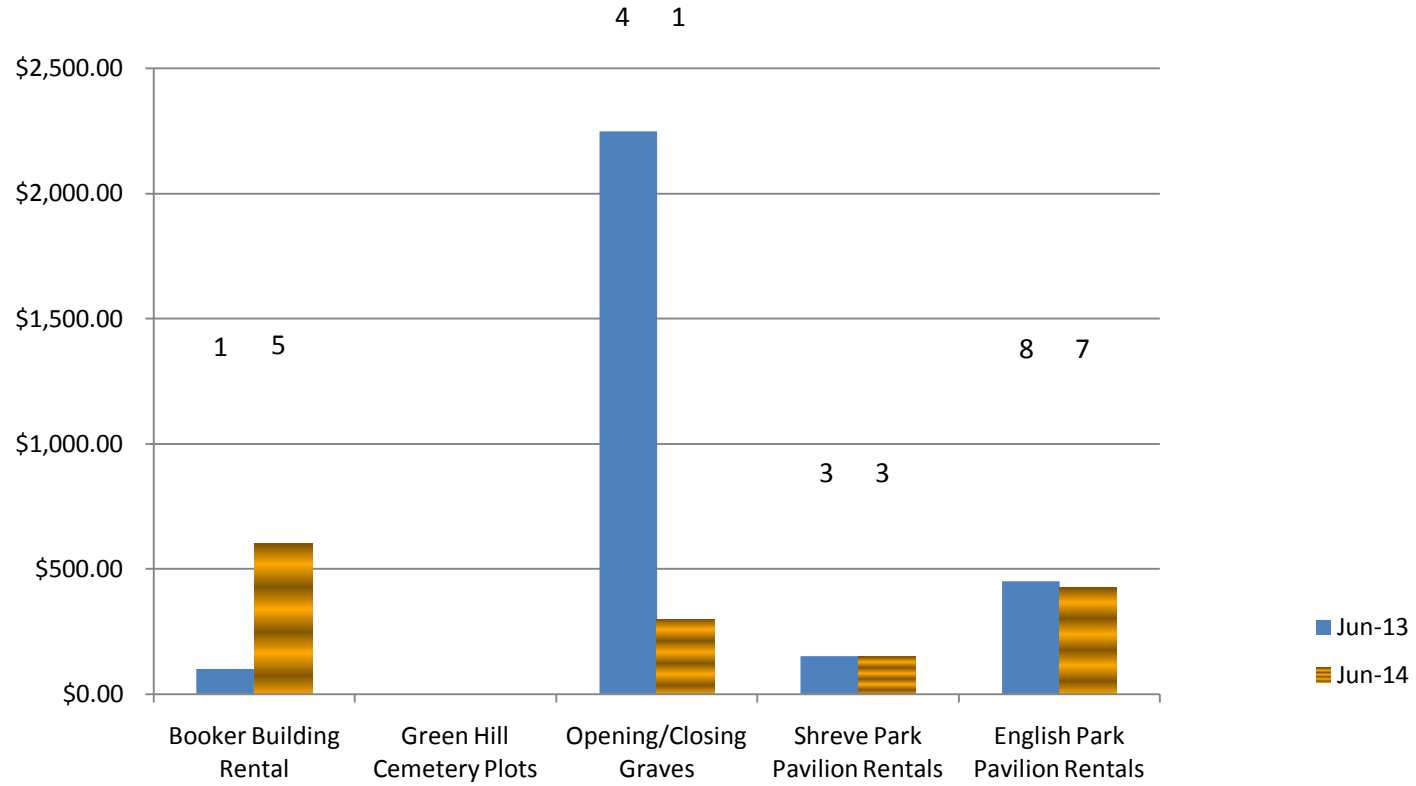
0.00

FY14 EF Projected Transfer out of Reserves to fund CIP

0.00

UNDESIGNATED RESERVE FUND BALANCE

624,619.39



Town of Altavista

Monthly Business Activity Report

6/30/2014

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Open Date
Paul Shelton	606 7th St (Location Change)	Altavista Appliance	Retail	6/14/2014
Thomas McCue	1000 Main St F Altavista VA	Pawn Solutions/CNM Pawn	Pawn Shop	6/6/2014
Julie Goodman	P O Box 430 Talbot TN 37877	Charter Foods/Taco Bell	Retail	

CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Close Date
Sandra Myers	606 7th St	Mayhew & Myers (Russells Auction)		6/2/2014

Monthly Report to Council

Date: July 8, 2014
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: June Activity

1. Zoning/Code Related Matters:

6-Jun	029-14	Christine Bell 1103 Bedford Ave		Carport and gazebo			
6-Jun	030-14	David Cox 2 Elm Street		Above ground pool in back yard			
23-Jun	031-14	Robert Robinson, Evington VA		Deck on rear of house at 1417 Broad Street			
26-Jun	032-14	Keystone Novelties Distribution, Lancaster, PA		Tent for Fireworks sales at 1301 Main Street			
30-Jun	033-14	John Saunders, 1310 Riverview CT, Altavista		8x12' covered deck			

- Worked with Public Works to have fire gutted house at 805 14th Street demolished and removed.
- Zoning violation notice sent to Gloria Boley, 2215 Beverly Heights for carport placed within the 20' setback for a corner lot.
- Named a private drive that runs off Eudora Lane because of 911 addressing safety concerns. Cozy Hill Drive has 2 homes on it and 2 additional lots that could be developed in the future.
- Met with Carmen Perri regarding lots Habitat plans to build on in the future.

2. Site Plans Reviewed and/or Approved:

- Approved plans for installation of fiber optic cable along 7th and 8th Streets to the tower behind Town Hall. Line will be installed using boring rather than open cut trenching.

3. Planning Commission (PC) Related:

- Prepared agenda and packets for June 30, 2014 meeting.
- **UPDATE:** Draft of the DRO- Ordinance and Design Guidelines approved for public hearing at the August meeting. Final changes to be sent to Scott for incorporating into the document.
- **Citizen Request Update:** PC requests that TC hold a joint public hearing in August to consider amendments to the Sign Ordinance section related to electronic changeable copy signs. Staff to draft memo.

4. AOT Related

- Attended luncheon with Board members and DHCD representative.

5. **ACTS Relate**

- Completed May billing reimbursement request to DRPT for operations and submitted CIP reimbursement request for overhead doors installed at Public Works.
- Validated daily ridership and revenue for bus system (June) - see bus report.
- Completed online May monthly reporting to DRPT.
- New summer schedule implemented on June 2 summer hours (June, July, August) with M- F 8AM-8PM and Saturday 9AM-4PM. This produced the highest average daily riders per day ever recorded by ACTS of 115.
- Continued working with DRPT for issuance of a RTAP grant so that ACTS could provide transportation for a handicapped person confined to a wheelchair. DRPT continues to request additional information before they will approve.

6. **Projects and Administrative Related:**

- Updated GIC- New Magic Box system was ordered and delivered.
- Town Council reports for July
- Certified May monthly bank statements.
- Worked to try to close out the **streetscape and infrastructure project** with VCP. Final punch list was worked on with a few items yet to be resolved. I requested a final pay application from VCP but it has not been submitted to date. There are several outstanding pay requests for Change Orders and overhead costs not approved by staff, that are still being negotiated. Council may be updated in closed session on these matters.
- Annual DHCD upper story housing request for information were sent to property owners. Once these are returned a report will be submitted to DHCD.
- Participated in setting up vendors for Uncle Billy's Day.
- Prepared agenda and staffed Recreation Committee meeting. Drafted notes and minutes for committee members after the meeting.
- Reviewed and submitted 2013 Water Quality Report for publishing in Journal and posted on Town's web site.
- Participated in CPR training/certification
- Attended Campbell County business appreciation luncheon.



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF JUNE, 2014

CRIME STATISTICS – June 1, 2014 thru June 30, 2014

Crimes Against Persons

For the Month of June, the Town of Altavista Community experienced 8 incidents or a 100% increase of Crimes Against Persons compared to 4 incidents last year during the same time duration.

- 1 Aggravated Assaults
- 7 Simple Assaults

Property Crimes

For the Month of June, the Town of Altavista Community experienced 6 incidents or a 33.33% decrease of Property Crimes compared to 9 incidents last year during the same time duration.

- 1 Motor Vehicle Theft
- 2 Counterfeiting/Forgery
- 3 Destruction of Property

Quality of Life Crimes

For the Month of June, the Town of Altavista Community experienced 21 incidents or a 50% increase of Quality of Life Crimes compared to 14 incidents last year during the same time duration.

- 1 Weapon Law Violation
- 2 Drug/Narcotics Violations
- 3 Driving Under the Influence
- 5 Drunkenness
- 1 Runaway
- 9 All Other Offenses

CRIME STATISTICS - January 1, 2014 thru December 31, 2014 Y.T.D.

Year to date, the Town of Altavista experienced 30 incidents or a 7.14% increase of Crimes Against Persons compared to 28 incidents last year during the same time duration.

- 1 Robbery
- 6 Aggravated Assault
- 23 Simple Assault



Year to date, the Town of Altavista experienced 49 incidents or a 6.52% increase of Property Crimes compared to 46 incidents last year during the same time duration.

- 3 Breaking & Entering
- 12 Shoplifting
- 5 Theft From Motor Vehicle
- 11 Destruction of Property/Vandalism
- 3 Motor Vehicle Theft
- 4 Counterfeiting/Forgery
- 4 Theft From Building
- 6 All Other Larceny
- 1 Theft of Motor Vehicle Parts

Year to date, the Town of Altavista experienced 119 incidents or a 23.96% increase of Quality of Life Crimes compared to 96 incidents last year during the same time duration.

- 3 Weapon Law Violation
- 49 Drug/Narcotic Violations
- 4 Driving under the Influence
- 3 Trespass of Real Property
- 42 All Other Offenses
- 16 Drunkenness
- 1 Family Offenses, Nonviolent
- 1 Runaway

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of June, the Town of Altavista Community experienced 14 incidents or a 7.69% increase in Major Crimes compared to 13 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 79 incidents or a 6.8% increase in Major Crimes compared to 74 incidents last year during the same time duration.

The above statistics depict "All Other Offenses" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of June.

CALLS FOR SERVICE - June 1, 2014 thru June 30, 2014

The Altavista Police Department was dispatched to 419 Calls for Service or a 26.20% increase compared to 332 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2014 thru December 31, 2014- Y.T.D.

The Altavista Police Department was dispatched to 2127 Calls for Service or a 13.19% increase compared to 1879 C.F.S. last year during the same time duration.



CRIMINAL ARRESTS EXECUTED - June 1, 2014 thru June 30, 2014

The A.P.D. executed 21 criminal arrests or a 10.52% increase compared to 19 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru December 31, 2014- Y.T.D.

The A.P.D. executed 138 criminal arrests or an 8.0% decrease compared to 150 criminal arrests last year during the same duration.

TRAFFIC CITATIONS ISSUED - June 1, 2014 thru June 30, 2014

The A.P.D. issued 7 traffic summons or a 75.0 % decrease compared to 28 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2014 thru December 31, 2014 Y.T.D.

The A.P.D. issued 88 traffic summons or a 60.36% decrease compared to 222 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH – June, 2014

The Altavista Police Department has chosen Officer J.T. Goggins as Officer of the Month for June 2014. During the month of June, Officer Goggins led the department in criminal enforcement efforts. Several of these arrests were made while Officer Goggins was concentrating on known trouble locations or other locations which we have received reports of citizen concerns. Officer Goggins has a long history of focusing on areas of concern and a long track record of addressing those concerns through fair and firm enforcement efforts. Officer Goggins continues to serve the community with distinction and bring honor to himself and this department.

PERSONNEL TRAINING

Eight (8) hours of training were afforded to police personnel during the month of June, 2014. Blocks of instruction pertained to the following training subjects: Canine Training.

WHAT'S NEW

During the month of June, The Crime Prevention Unit assisted with the first meeting of the Business Target Advisory Group. During this meeting, several administrative and set-up functions were addressed. Contact information, as well as meeting preferences, was exchanged. Another meeting was set at that time for July 16, 2014. Attendees were encouraged to invite of businesses or to pass information on perspective member along to the Crime Prevention Unit.



During the June Town Council Meeting, the recent concerns regarding the Downtown parking were brought before Council for action. Council voted to increase/improve the signage in the Downtown Business District in furtherance of the Police Department's enforcement efforts. Chief Walsh, along with Crime Prevention Officers met with Mr. Garrett, Public Works Director, and surveyed the area and determined the number of signs needed and their placement.

During June, The Altavista Police Department conducted a hiring process in order to fill a recent vacancy in the Patrol Division. After testing and careful consideration, The Police Department selected Daniel Foggin. Foggin comes to the department after service in the Army National Guard as a Military Police Officer, which included a deployment to Afghanistan. Foggin begins the police academy on July 10th. He should graduate from the academy in the beginning of December.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

PUBLIC WORKS MONTHLY REPORT For: June 2014



WATER DISTRIBUTION MAINTENANCE REPORT – PUBLIC WORKS (June 2014)

Work Order ID	Location	Status	Description	Start Date	Actual Completion Date
3363	Library, S.R.L.	Closed	Irrigation Repair (Flower Bed)	6/26/2014	6/26/2014
3388	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM schedule details.	6/30/2014	Open
3328	138 Gibson Road	Closed	Leaking meter on town per Vernon Brown.	6/23/2014	6/24/2014
3243	1491 Tardy Mountain Road	Closed	Water Repair (2" Line Tardy Mountain Road and Oliver Road Main Line) PRV Split	6/11/2014	6/18/2014
3252	Myrtle Ln. and Bedford Ave. Intersection	Awaiting Asphalt	Water Service Repair	6/12/2014	Open
3275	Town Wide	Closed	Weekly - Miss Utility Weekly - Refer to PM schedule details.	6/16/2014	6/26/2014
3279	138 Gibson Road	Closed	Fix water leak at valve in meter box.	6/16/2014	6/26/2014
3325	Town Wide	Closed	Weekly - Miss Utility Weekly - Refer to PM schedule details.	6/23/2014	6/27/2014
3244	515 Riverview Dr.	Closed	Water Service Repair	6/11/2014	6/12/2014
3163	Town Wide	Closed	Weekly - Miss Utility Weekly - Refer to PM schedule details.	6/2/2014	6/10/2014
3230	Town Wide	Closed	Weekly - Miss Utility Weekly - Refer to PM schedule details.	6/9/2014	6/13/2014
3354	Tardy Mountain Rd	Closed	Water Leak	6/26/2014	6/26/2014
3355	Barclay Mobile Home Park 420 Amherst Ave.	Closed	Replaced meter gasket - old valve starting to leak (copper line). Will need to check if valve is still leaking. Need to replace meter box per Jake?	6/26/2014	6/26/2014
3361	7th Street Kent & Kent/Church	Closed	Water Leak Contractor checking for leak on 6/23/14.	6/26/2014	6/26/2014
3364	200 West Rd.	Closed	Water Maintenance Locating two water meters for vacant lot. Connections paid for in 2006.	6/26/2014	6/26/2014

SEWER COLLECTION MAINTENANCE REPORT – PUBLIC WORKS (June 2014)

Work Order ID	Location	Status	Description	Start Date	Actual Completion Date
3360	Waste Water Treatment Plant Pump Station	Closed	Mowtrim	6/26/2014	6/26/2014
3195	1408 Hillcrest St.	Closed	Fill in with dirt where sewer connection has settled, seed and straw.	6/5/2014	6/10/2014
3237	1900 Woodhaven Ln.	Closed	Locate sewer clean out.	6/10/2014	6/10/2014
3253	Town Wide	Closed	Sewer Maintenance	6/13/2014	6/13/2014
3296	7th Street	Closed	Sewer Back up on 503 7th Street Harold and Chuck responded to call.	6/20/2014	6/26/2014

GREEN HILL CEMETERY – PUBLIC WORKS (June 2014)

Work Order ID	Location	Status	Description	Date	Act. Completion Date
3175	Green Hill Cemetery	Closed	Open/Close Ellis Lehman Cremation	6/3/2014	6/5/2014

MICELLANEOUS FUNCTIONS – PUBLIC WORKS (June 2014)

Description	Total Quantity
Asphalt Tonnage	20.93
Bags of Litter-Hwy	18
Brush Collection Loads	21
Brush Collection Stops	168
Bulk Collection Tonnage	96.64
Miss Utility Tickets	46
Solid Waste Tonnage	77.59
Sweeping - Miles	67
Weed Control - Gallons	160
Weekend Truck Tonnage	4.26

WASTEWATER

June 2014

SUMMARY

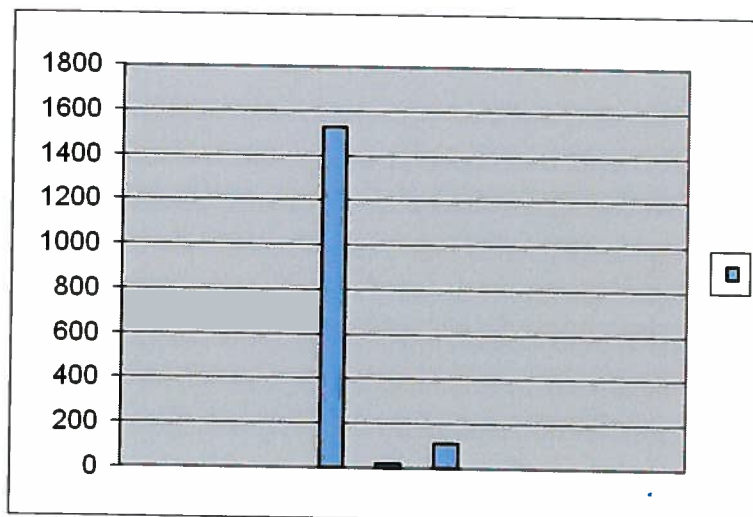
- Public Works / Utility Committee
- Fine Filter Screen Out of Service (repair quotes requested)
- Semi-Annual Industrial sampling Completed
- Replaced Hot water heater in Main Pump Station
- Repaired Wet well ventilation fan Main Pump Station
- Facility tour and discussion with David Garrett
- Closing out FY2014 Budget
- VFD unit for press polymer pump sent out for repair
- Re-seeded around EOP Plot #7 construction
- Bush-Hogged around Plant and Fence
- Bush-Hogged around EOP berms for maintenance to ensure integrity of berms
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 112 wet tons of sludge processed
- Treated 59.62 million gallons of water

June 2014

1529 Man Hours Worked

21.5 Sick Leave

111.5 Vacation Hours



Water Department Report

June, 2014

Water Production:

Water Plant: 54.6 million gallons of raw water treated.

Water Plant: 39.9 million gallons of finished water delivered.

Mcminnis Spring: 9.2 million gallons of finished water treated.

Mcminnis Spring: average 307,000 gallons per day and run time hours 18 a day.

Reynolds Spring: 5.7 million gallons of finished water treated.

Reynolds Spring: average 192,000 gallons per day and run time hours 10 a day.

Water Plant Averages for June 2014:

Weekday: **18.0** hrs / day of production

1964,000 gallons treated / day

Weekends: **13.0hrs** / day of production

1,485,000 gallons treated / day

Special Projects:

- New PC was installed.
- Maintenance on Lola pump station.
- Replaced caustic tank valve.

Water Plant

- CCR report completed.
- Repaired spare raw water pump.
- Planing to install new river pump.

ACTS MONTHLY REPORT – JUNE 2014

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily M.	Total Mil.
2-Jun				148	148	148	0	193	193
3-Jun				97	97	245		190	383
4-Jun				119	119	364		193	576
5-Jun				83	83	447		193	769
6-Jun				95	95	542		190	959
7-Jun				80	80	622		110	1069
UBD Shuttle				605	605	1227		65	1134
9-Jun				107	107	1334		191	1325
10-Jun				133	133	1467		192	1517
11-Jun				106	106	1573		190	1707
12-Jun				119	119	1692		193	1900
13-Jun				113	113	1805		192	2092
14-Jun				48	48	1853		114	2206
16-Jun				133	133	1986		194	2400
17-Jun				111	111	2097		191	2591
18-Jun				143	143	2240		192	2783
19-Jun				118	118	2358		191	2974
20-Jun				100	100	2458		191	3165
21-Jun				52	52	2510		110	3275
23-Jun				113	113	2623		190	3465
24-Jun				132	132	2755		194	3659
25-Jun				161	161	2916		190	3849
26-Jun				156	156	3072		191	4040
27-Jun				90	90	3162		191	4231
28-Jun				57	57	3219		112	4343
30-Jun				116	116	3335		190	4533
									4533
		Total Riders to date:		14,338		Counter Sales		\$ -	
		Total Revenue to Date		\$5,054.77		Total Month Revenue		\$ -	
	Days Run-	29	Average daily riders		115.0				
	Total days run	216.5				Average daily riders YTD	66	TOTAL MILES	34,324
			Total Monthly Token Sale						
* Summer Hours started June 2nd - M-F 8AM-8PM and Saturdays 9AM-6PM Free Fares also started June 2nd & New Route started									

Calendar Year Totals													
	Rider Totals		Miles Driven		Fare Box Revenue		Days Run		Ave./per Day				
2011	10,919		40,392		\$ 3,783.00		272.5		40				
2012	15,265		45,706		\$ 5,329.50		281		54				
2013	17,760		45,358		\$ 5,721.00		282.5		63				
2014	10,178		23,019		\$3,175.27		146		70 YTD Numbers				
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Annual Totals
2011	391	590	481	495	551	1,617	1,364	1,499	1,201	805	849	1,076	10,919
2012	813	875	983	872	1,028	2,026	1,850	1,962	1,618	1,176	1,083	979	15,265
2013	939	1,015	968	1,152	1,362	2,272	1,956	2,231	1,705	1,416	1,440	1,304	17,760
2014	1,318	1,253	1,259	1,527	1,486	3,335							10,178



FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Thursday, June 25th to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Waterline Project Task Orders (Action Requested) **Total motions needed: 2**

Bedford Avenue Waterline Project (1A): Previously, Council approved the "Design Services" task order for the project, with the project moving into the bidding stage, staff requested that the "Construction Services" task order be approved at this time. This task order would be in the amount of \$30,000. The Committee recommends approval of the task order. (Attachment)

POSSIBLE MOTION: "I move that the Town Manager be authorized to execute the task order with WW Associates for "Construction Services" related to the Bedford Avenue Waterline Project in the amount of \$30,000."

Main Street Waterline Project (1B): Previously staff discussed with Council the need to proceed with the design of the Main Street Waterline Project, in an effort to coordinate the paving of Main Street with VDOT's 2016 schedule. In order to maintain that schedule design work on the project needs to begin now. A project schedule is attached. The Committee recommends approval of the WW Associates task order for "Design Services" for the Main Street Waterline Project in the amount of \$47,500. (Attachment)

POSSIBLE MOTION: "I move that the Town Manager be authorized to execute the task order with WW Associates for "Design Services" related to the Main Street Waterline Project in the amount of \$47,500."

II: Waterline Project Financing (Action Requested) **Total motions needed: 1**

The Town has signed an agreement with our consultant regarding financing options for the *Bedford Avenue project (1A) and the Main Street Waterline project (1B)*. The proposals are due by August 1st. At this time it is advisable for the Town to seek a firm to serve as our bond counsel, according staff has requested that a not to exceed figure of fifteen thousand dollars (\$15,000) be approved for this service.

POSSIBLE MOTION: "I move that a not to exceed amount of \$15,000 be approved for bond counsel services related to borrowings for the Waterline Projects (1A & 1B) and the Town Manager be authorized to engage bond counsel for this purpose."

III: Other Items Discussed – No Action Requested

Total motions needed: 0

Health Insurance RFP – Our consultant issued the Request for Proposals (RFP) on June 16th, with proposals due on July 8th. A recommendation will be coming to the Finance Committee at their July 31st meeting, so Council can consider it at their August meeting. The extension of our current health benefits expires at the end of August.

Meals Tax – Altavista Commons – Staff informed the Committee that the threshold of meals tax agreement for Altavista Commons with Campbell County has once again been exceeded and believe that a payment to the County similar to last year will be in order. The exact amount will be known early in the next fiscal year.

Utility Deposit Discussion – The Committee reviewed information provided by staff regarding utility deposits and opted to take no action at this time. Staff is looking into a relatively new section of the State Code that may assist with non-payment of utility bills by a lessee or tenant.

The next scheduled meeting of the Finance/HR Committee is Thursday, July 31st at 8:15 a.m. in the large conference room of the J.R. "Rudy" Burgess Town Hall.

Members Present: Dalton, Edwards and Ferguson



1
Project 1A

August 22, 2013

J. Waverly Coggsdale, III
Town Manager – Town of Altavista
P.O. Box 420
510 Seventh Street
Altavista, VA 24517

Ref: Project 1A Bedford Avenue Waterline Project – Engineering Fee Proposal

Dear Mr. Coggsdale:

We are pleased to submit this revised engineering fee proposal for the Bedford Avenue Waterline project. We propose to provide these services in accordance the Scope of Work received from your office on July 24, 2013.

We propose to provide these engineering services in accordance with the following lump sum fee schedule:

<u>Task</u>	<u>Lump Sum Fee</u>
<u>Design Services</u>	
Study and Report	\$ 4,500
Preliminary Design	\$ 55,000
Final Design	<u>\$ 30,000</u>
Total, Design Fee	\$ 89,500

We also offer the following optional additional services:

Construction Services

Bidding & Negotiation	\$ 3,500
Construction Administration	\$ 25,000
Post Construction Services	<u>\$ 1,500</u>
Total Optional Construction Services	<u>\$ 30,000</u>

page 3
page 4
page 6

This proposal is based on the following considerations:

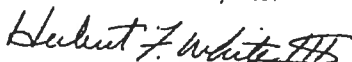
1. It is anticipated that waterlines will be constructed in existing right of way, therefore not requiring the preparation of easement plats. Easement plat preparation, if required, will be prepared as an additional service.
2. Construction stakeout fees will be included in the construction contract documents.
3. Optional construction administration fee is based on a 180 day construction period.

We are available to begin these engineering services immediately upon authorization. Invoicing for these services will be monthly based on our estimate of percent completion. Payment will be within 30 calendar days from the time the invoice is issued by WW Associates.

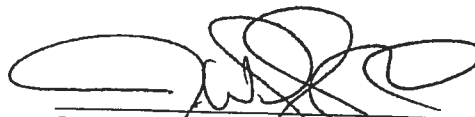
We are available to begin these services upon your authorization. We appreciate the opportunity to be of continued service to the Town of Altavista and look forward to working with you on this most important project! Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

WW Associates, Inc.



Herbert F. White III, P.E.
President



J. Waverly Coggsdale III
Town Manager

NOTE: DESIGN SERVICES ONLY AT THIS TIME.

JWCR

consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities.

3. Engineer shall obtain the approval of Virginia Department of Health, and VDOT, and necessary environmental permitting.
4. Final design shall include waterline planimetrics, profiles, details, erosion and sediment control practices, technical specifications, procurement documents, detailed traffic management plan, and other design features necessary to construct the project.
5. Advise Owner of any adjustments to the opinion of probable Construction Cost known to Engineer.
6. Prepare and furnish bidding documents for review by Owner, its legal counsel, and other advisors, and assist Owner in the preparation of other related documents.
7. Provide bidding documents in accordance with comments and instructions from the Owner, as appropriate, and submit 3 final copies of the bidding documents, a revised opinion of probable Construction Cost, and any other deliverables to Owner. Final design documents shall be delivered within 60 calendar days after Notice to Proceed with the Final Design phase.

Bidding or Negotiating Phase

\$ 3,500

- D. After acceptance by Owner of the bidding documents and the most recent opinion of probable Construction Cost as determined in the Final Design Phase, and upon written authorization by Owner to proceed, Engineer shall:
 1. Assist Owner in advertising for and obtaining bids or proposals for the Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the bidding documents.
 2. Issue addenda as appropriate to clarify, correct, or change the bidding documents.
 3. Provide information or assistance needed by Owner in the course of any negotiations with prospective contractors.
 4. Consult with Owner as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the Work as to which such acceptability is required by the bidding documents.
 5. If bidding documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by bidders.

6. Attend the Bid opening, prepare Bid tabulation sheets, and assist Owner in evaluating Bids or proposals and in assembling and awarding contracts for the Work.

Construction Phase

\$25,000

- E. Upon successful completion of the Bidding and Negotiating Phase, and upon written authorization from Owner, Engineer shall:

1. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer as assigned in the Construction Contract shall not be modified, except as Engineer may otherwise agree in writing. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
2. *Resident Project Representative (RPR):* To be provided by the Town of Altavista.
3. *Pre-Construction Conference:* Participate in a Pre-Construction Conference prior to commencement of Work at the Site.
4. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
5. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
6. *Visits to Site and Observation of Construction:* In connection with observations of Contractor's Work while it is in progress:
 - a. Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. A minimum of 1 construction visit, and construction progress meeting monthly during the duration of the project.
7. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work (a) is defective under the standards set forth in the Contract Documents, (b) will not produce a completed Project that conforms to the Contract Documents, or (c) will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
8. *Clarifications and Interpretations; Field Orders:* Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion

Not Included → *

of Contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Subject to any limitations in the Contract Documents, Engineer may issue field orders authorizing minor variations in the Work from the requirements of the Contract Documents.

9. *Change Orders and Work Change Directives*: Recommend change orders and work change directives to Owner, as appropriate, and prepare change orders and work change directives as required.
10. *Shop Drawings and Samples*: Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.
11. *Substitutes and "or-equal"*: Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.
12. *Inspections and Tests*: Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents.
13. *Disagreements between Owner and Contractor*: Render formal written decisions on all duly submitted issues relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of Contractor's Work; review each duly submitted Claim by Owner or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decisions, Engineer shall be fair and not show partiality to Owner or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.
14. *Applications for Payment*: Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
 - a. Determine the amounts that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, Contractor's Work has

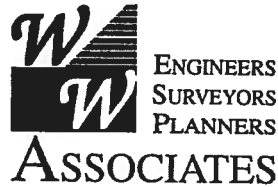
progressed to the point indicated, the Work is generally in accordance with the Contract Documents.

15. *Contractor's Completion Documents:* Receive, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other approved data.
16. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Project to determine if the Work is substantially complete. If after considering any objections of Owner, Engineer considers the Work substantially complete, Engineer shall deliver a certificate of Substantial Completion to Owner and Contractor.
17. *Final Notice of Acceptability of the Work:* Conduct a final visit to the Project to determine if the completed Work of Contractor is acceptable so that Engineer may recommend, in writing, final payment to Contractor.
18. Provide Record Drawings of Contractor's work in the asbuilt condition.

A1.02 *Post-Construction Phase*

\$ 1,500

- A. Upon written authorization from Owner during the Post-Construction Phase Engineer shall:
 1. Together with Owner, visit the Project to observe any apparent defects in the Work, assist Owner in consultations and discussions with Contractor concerning correction of any such defects, and make recommendations as to replacement or correction of defective Work, if any.
 2. Together with Owner or Owner's representative, visit the Project within one month before the end of the correction period to ascertain whether any portion of the Work is subject to correction.



Project 1B

May 8, 2014

Mr. J. Waverly Coggsdale, III
Town Manager
Town of Altavista
510 Seventh Street
Altavista, VA 24517

Re: Phase 1B - Main Street Waterline Project – Engineering Proposal
Town of Altavista, Virginia

Dear Mr. Coggsdale:

We are pleased to provide the Town this fee proposal for the design of a new 12-inch waterline in Main Street from Pittsylvania Avenue to Riverview Drive, a project length of 6,700 linear feet. The line is being installed to provide improved flow to Abbott Laboratories and the eastern portion of the Town. The new line will replace an existing 8-inch water line that will be abandoned in-place.

The new line will begin with the connection to an existing 10-inch line at Pittsylvania Avenue and end at a connection to the existing 12-inch line just north of the Riverview Road intersection. Interconnections will also be made to existing intersecting lines along the route. It is our understanding that VDOT is discussing the re-surfacing of Main Street along the project route. Based on this occurring, the waterline would be installed in the street in advance of the VDOT work.

In addition, we recommend expanding the project scope by adding the replacement of 250 linear feet of existing 6-inch waterline in Nelson Avenue from 5th Street to 4th Street, and 1,500 of 2-inch waterline in 4th Street east of Nelson Avenue with an 8-inch waterline. This portion of line replacement was identified in the Asset Study as a part of Project 2. However, given its lack of connectivity with other portions of work identified in Project 2, it would be less disruptive to include it with the work being performed nearby in Main Street.

We propose to provide the services in general accordance with the Scope of Services for the Phase 1A – Bedford Avenue Waterline Project and the following lump sum fee schedule:

P.O. Box 4119 ■ Lynchburg, VA 24502
Telephone (434) 316-6080 ■ Fax (434) 316-6081
Lynchburg ■ Charlottesville

<u>Task</u>	<u>Lump Sum Fee</u>
<u>Design Services</u>	
Update Asset Study/Model	\$ 4,500
Preliminary Design	\$ 28,000
Final Design	<u>\$ 15,000</u>
Total, Design Fee	\$ 47,500

We also offer the following optional additional services:

<u>Construction Services</u>	
Bidding & Negotiation	\$ 3,500
Construction Administration	\$25,000
Post Construction Services	<u>\$ 1,500</u>
Total Optional Construction Services	\$30,000

This proposal is based on the following considerations:

1. The Asset Study/Hydraulic Model for the Town will be updated to reflect the new water line, and will be part of the VDH review submission for construction. Preparation of a Preliminary Engineering Report in accordance with funding agency guidelines, if requested, can be performed as an additional service.
2. It is anticipated that waterlines will be constructed in existing the right of way, therefore not requiring the preparation of easement plats. Easement plat preparation, if required, will be performed as an additional service.
3. Construction stakeout fees will be included in the construction contract documents.
4. The optional construction administration fee is based on a 180 day construction period.

Invoicing for these services will be monthly based on our estimate of percent completion. Payment will be within 30 calendar days from the time the invoice is issued by WW Associates.

We are available to begin these services immediately upon your authorization. We appreciate the opportunity to be of continued service to the Town of Altavista and look forward to working with you on this project. Should this proposal be deemed acceptable, please sign below and return a signed copy to this office.

Sincerely,

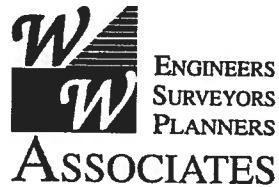
WW Associates, Inc.



Herbert F. White III, P.E.
President

Town of Altavista, Virginia

J. Waverly Coggsdale, III
Town Manager



**Town of Altavista
Phase 1B Project Schedule
Waterline Improvements
May 8, 2014**

<u>Task</u>	<u>Start</u>	<u>Completion</u>
Kickoff Meeting	-----	May 16, 2014
Field Survey	May 2014	June 2014
Preliminary Design	July 2104	August 2014
Final Design	September 2014	October 2014
VDH/VDOT Review Permits	November 2014	January 2014
Bidding Phase	January 2015	January 30, 2015
Award		February 2015
Construction Phase	March 2015	March 2016



Meeting Date: July 8, 2014

POLICE/LEGISLATIVE COMMITTEE REPORT



The Police/Legislative Committee was unable to meet in June, but there are two “time sensitive” items of an administrative nature that the Committee would request consideration by full Council.

I: Central Virginia Criminal Justice Academy (CVCJA) Charter Agreement amendment
(Action Requested)

Per the attached letter from the CVCJA, their Board of Directors is recommending amendments to the Charter Agreement for the Academy. The letter states that “the recommended amendments are designed to more accurately define the policies, rules and procedures in keeping with present and future needs of the Academy.”

Attachments: CVCJA Letter, Resolution, Charter Agreement (*amended*)

POSSIBLE MOTION: *“I move that the resolution approving the amended Charter Agreement of the Central Virginia Criminal Justice Academy be adopted and executed.”*

II: Regional Mutual Aid Agreement – Law Enforcement (*Action Requested*)

Recently, staff received an email from Campbell County Commonwealth’s Attorney Paul McAndrews in regard to renewal of the existing Mutual Aid Agreement in regard to law enforcement. The Town of Chatham has asked to be included in the current Mutual Aid Agreement.

Attachments: Resolution; Mutual Aid Agreement

POSSIBLE MOTION: *“I move that the attached resolution of the Altavista Town Council regarding the Mutual Aid Agreement, with the addition of the Town of Chatham, be adopted and the Town Manager be authorized to execute the Mutual Aid Agreement on behalf of the Town of Altavista.”*



CENTRAL VIRGINIA CRIMINAL JUSTICE ACADEMY

P. O. Box 287
1200 Church St.
Lynchburg, VA 24505-0287
(434) 455-6190
Fax (434) 847-1478
Website www.cvcja.org

BOARD OF DIRECTORS

Chief Norman J. Hudson, Chairman
Chief Parks H. Snead, Vice-Chairman
Sheriff Thomas D. Jones
Sheriff Ronald L. Gillispie
Sheriff Steve A. Hutcherson
Sheriff Brian K. Roberts
Sheriff Darrell L. Hodges
Chief C. Doug Bradley, Ex-officio
Administrator Timothy E. Trent, Ex-officio
Director Shawn P. Walker, Ex-officio

May 14, 2014

Mr. Waverly Coggsdale, III
Manager, Town of Altavista
5 Dogwood Lane
Altavista, VA 24517

MEMBER AGENCIES

Alberta Police Department
Altavista Police Department
Amherst County Sheriff's Office
Amherst County Emergency Operations Center
Amherst Police Department
Appomattox County Sheriff's Office
Appomattox County E-911
B&W Police Department
Bedford County Sheriff's Office
Bedford County 911
Blacksburg Police Department
Blue Ridge Regional Jail Authority
Brodnax Police Department
Brookneal Police Department
Brunswick County Sheriff's Office
Buckingham County Sheriff's Office
Buena Vista Police Department
Burkeville Police Department
Campbell County Sheriff's Office
Campbell County 911
CVCC Police Department
Charlotte County Sheriff's Office
Chase City Police Department
Clarksville Police Department
Crewe Police Department
Cumberland County Sheriff's Office
Dillwyn Police Department
Drakes Branch Police Department
Farmville Emergency Communications Center
Farmville Police Department
Halifax County Sheriff's Office
Halifax County 911 Communications Center
Halifax Police Department
Hampden-Sydney College Police Department
Hurt Police Department
Kenbridge Police Department
LaCrosse Police Department
Lawrenceville Police Department
Liberty University Police Department
Longwood University Police Department
Louisa Police Department
Lunenburg County Sheriff's Office
Lynchburg City Sheriff's Office
Lynchburg Department of Emergency Communications
Lynchburg Police Department
Lynchburg Regional Airport Police Department
Mecklenburg County Sheriff's Office
Mecklenburg County 911
Meherrin River Regional Jail
Nelson County Department of Emergency Services
Nelson County Sheriff's Office
Nottoway County Sheriff's Office
Piedmont Regional Jail
Piedmont Geriatric Hospital Police Department
Prince Edward County Sheriff's Office
South Boston Police Department
South Hill Police Department
Victoria Police Department
Virginia ABC Board
Wintergreen Police Department

Dear Mr. Coggsdale:

The Board of Directors of the Central Virginia Criminal Justice Academy (CVCJA) submits herewith recommended amendments to the Charter Agreement for the Academy. All members of the Board of Directors, including the representatives from your planning district, have approved the recommended amendments as presented.

Provisions of the current Charter Agreement require approval of such amendments by three-fourths of the participating jurisdictional governing bodies.

Accordingly, the Board of Directors respectfully request consideration and action on the included resolution by the governing body of your political entity.

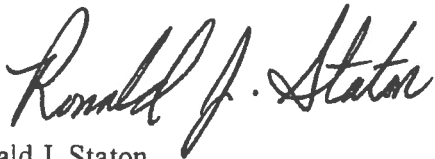
The Charter Agreement is a document required by the Code of Virginia setting forth the aims, policies, rules and procedures agreed upon by the participating localities and criminal justice agencies joining to create a regional training academy. The current agreement dates from the creation of the Academy in 1975 and amended in 1990. The Board of Directors is of the opinion that the current Charter Agreement no longer adequately addresses the operational and management needs of the Academy.

The recommended amendments are designed to more accurately define the policies, rules and procedures in keeping with present and future needs of the Academy. The purpose

*A State Certified Academy
Established 1975*

for the Charter revisions is to make clear that the Academy has all the powers, authority, attributes and immunities as specified in the Title 15.2, chapter 17, Article 5 of the Code of Virginia (Va. Code § 15.2-1747 et seq.), which is part of the Virginia Code that created the regional criminal justice academies in 1993. The CVCJA was originally formed pursuant to the authority of former Va. Code § 15.1-21 (now § 15.2-1300, which allowed political subdivisions to exercise their powers jointly and form regional association. In view of the need for the Board of Directors to meet certain specified deadlines, please return your adopted resolution by August 1, 2014.

Sincerely,

A handwritten signature in black ink, reading "Ronald J. Staton". The signature is written in a cursive, flowing style.

Ronald J. Staton
Executive Director

cc: Chief Kenneth Walsh

Enc.

Please return adopted resolution to:

Ronald J. Staton
Executive Director
Central Virginia Criminal Justice Academy
P O Box 287
Lynchburg, VA 24505

**A RESOLUTION APPROVING THE AMENDED CHARTER AGREEMENT
OF THE CENTRAL VIRGINIA CRIMINAL JUSTICE ACADEMY**

WHEREAS, the Central Virginia Criminal Justice Academy ("Academy") Board of Directors has recommended amendments to the Academy's Charter Agreement that was adopted in 1990; and

WHEREAS, approval of the amendments by participating governmental units of the Academy is required by the Academy's existing Charter Agreement;

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ALTAVISTA THAT THE AMENDMENTS TO THE Academy's Charter Agreement recommended by the Academy's Board of Directors, dated May 5, 2014, are hereby approved, and the TOWN hereby enters into the Charter Agreement attached hereto.

ADOPTED: this _____ day of _____, 2014.

CERTIFIED: _____

BY: _____

**CENTRAL VIRGINIA CRIMINAL JUSTICE ACADEMY
CHARTER AGREEMENT**
(amended May 5, 2014)

SECTION 1. CREATION/ACADEMY NAME

Pursuant to Va. Code § 15.2-1747, the governmental units specified in the attached Resolutions hereby create the Central Virginia Criminal Justice Academy (hereinafter called the "Academy") which shall have all the powers, authority, attributes and immunities as specified in Title 15.2, Chapter 17, Article 5 of the Code of Virginia (Va. Code § 15.2-1747 et seq.) as amended from time to time. The Academy exists under and is subject to the terms and conditions of this Charter Agreement, which shall be deemed to constitute the agreement required by § 15.2-1747. The Academy was originally formed by agreement dated October 20, 1975, as amended in 1990, pursuant to the authority of former Va. Code § 15.1-21 (now § 15.2-1300), and was originally known as the Central Virginia Criminal Justice Training Center. The Academy being created hereunder is a continuation of the original Academy; accordingly, the effective date of the organization of the Academy is October 20, 1975. The actions taken by the Academy and its predecessor entities since its inception in 1975 are hereby ratified.

Other criminal justice agencies as defined and regulated by the Virginia Department of Criminal Justice Services may join the Academy by two-thirds vote of the Academy's board of directors. The principal office of the Academy shall be located in the City of Lynchburg, Virginia. All participating jurisdictions and agencies shall be assigned to one of three Planning Districts as established by the Board. If an agency joins that is not within the geographical boundaries of the three established Planning Districts, such agency will be assigned to the closest Planning District.

SECTION 2. PURPOSE

The purpose of the Academy is to establish and conduct training for law enforcement and correctional officers, those being trained to be law enforcement and correctional officers, and other personnel who assist or support such officers.

SECTION 3. DURATION

This agreement shall exist in perpetuity unless amended or terminated by two-thirds vote of the Academy's board of directors. A governmental unit and other criminal justice agencies as defined and regulated by the Virginia Department of Criminal Justice Services may withdraw from the Academy only in accordance with the procedure specified in Va. Code § 15.2-1747D.

SECTION 4. BOARD OF DIRECTORS

A. Selection and Composition

There is hereby created a Board of Directors (hereinafter called the "Board") which shall be the governing body of the Academy. The Board will be composed of no more than seven members, with each member having one vote. There shall be two elected representatives from each of the participating planning districts. Members of the Board shall be elected from each of the planning districts by the heads of the law enforcement agencies in that particular district, each agency having one vote. If a head of a law enforcement agency cannot be present for a scheduled election, he may be represented by a proxy of his choosing. The head of the law enforcement agency of the jurisdiction that serves as fiscal agent shall hold a non-elective standing position on the Board. The majority of the Board of the Academy shall be composed of heads of law enforcement agencies of member departments and chief executives of local political subdivisions. Each planning district shall have at least one Board member who is the elected head of a law enforcement agency. Additional members shall come from the Criminal Justice System. Ex-officio member positions may be appointed by the Board as deemed necessary by the Board. Such appointments are for a period of one year, from July 1 through June 30. Selections shall be made during the Spring meeting for the coming year. These ex-officio members shall be voting positions.

B. Terms

Each Board member's term will be three years and will begin on January 1. Election of new Board members will occur in the fall of the year in which the incumbents' terms expire. A Board member may serve successive terms if duly elected. The Board members in place in 2014 will remain the same and will continue with the remainder of their terms of office. If a Board member cannot fulfil the obligation of office for the full term for any reason, the heads of the law

enforcement agencies of that particular planning district shall at their earliest convenience elect a new member to complete that term. If any Board member misses three consecutive Board meetings, the heads of the law enforcement agencies of his/her planning district shall be notified. Upon petition by the majority of the heads of law enforcement agencies of a planning district, the Academy's Executive Director shall schedule a special election for the purpose of refilling such Board member's position for the remainder of the term.

C. Meetings

The Board shall meet in the Spring of each year to adopt a proposed operating budget for the Academy for the ensuing fiscal year. The Board shall fix such other meeting times as it deems necessary. Written minutes of meetings shall be kept.

D. Officers

The Board shall elect a chairman and vice-chairman for the following calendar year during their fall meeting. The chairman and vice-chairman shall be from different planning districts. The Chairman's duties are as follows:

1. To preside over all meetings of the Board.
2. To provide guidance to the Director.
3. To appoint special committees to consider matters of special interest to the Board.
4. To represent the Board in public and private matters.

The Vice-Chairman's duties are as follows:

1. To preside at meetings in the absence of the Chairman.
2. To perform other duties as assigned by the Chairman or as directed by the Board.

E. Powers

The Board shall have the following powers and duties:

1. To develop and approve the Academy's curriculum in cooperation with, and subject to review by the Department of Criminal Justice Services.
2. To approve the operating policy including the expenditure of such funds as may be available in any year's appropriation, in such manner as the Board deems most appropriate.
3. To oversee and be responsible for the operation of the Academy, giving due consideration to the needs of the participating jurisdictions for recruiting and in-service training, for fixing length and frequency of training, and to service demand in fixing operations and staffing levels of the Academy.

4. To appoint a Director who shall serve at the will and pleasure of the Board. The Board shall approve such other positions as necessary and fix the compensation, powers and responsibilities of the Director and the staff members. Also, the Board will evaluate the Director on an annual basis.
5. To contract with participating jurisdictions for necessary administrative and maintenance services.
6. To promulgate a schedule in each year of fixed costs for maintenance of the Academy, equipment, basic staff and of the costs of operation depending on student population; and to promulgate an annual fee per authorized officer and other non-sworn personnel requiring training per department.
7. To provide for the training of students not employed by a participating jurisdiction, based upon a pre-arranged fee between the student's department head and the Academy Director.
8. To render decisions on referred student disciplinary matters that cannot be resolved between the Academy Director and the head of the student's agency. If acceptable disposition cannot be reached, the Director shall refer the matter to the Board for resolution.
9. Such additional powers as are permitted by Title 15.2, Chapter 17, Article 5 of the Code of Virginia (Va. Code § 15.2-1747 et seq.) as amended from time to time.

SECTION 5. DIRECTOR OF THE ACADEMY

The duties of the Director shall include:

1. Act as the Academy's fiscal officer.
2. Prepare the Academy's annual budget.
3. Act as the Academy's purchasing agent.
4. Advertise, hire, and train support staff.
5. Evaluate, discipline, terminate support staff.
6. Establish support staff work schedules.
7. Prepare Academy governing body meeting agenda in cooperation with the Academy Board chairperson.
8. Advertise Academy governing body meetings.
9. Provide liaison to Academy governing body members and other officials.
10. Develop and continually review Academy curriculum.
11. Schedule Academy courses and programs.
12. Review instructor lesson plans and tests.

13. Ensure that faculty and students comply with Academy bylaws.
14. Review Academy bylaws.
15. Monitor Academy courses and programs.
16. Select and evaluate faculty performance.
17. Prepare and submit Annual Report to the Academy governing body.
18. Prepare and distribute Academy training calendar.
19. Instruct as needed.
20. Enter into contracts as needed.
21. Assure satellite training as authorized by the Academy governing body.
22. Ensure compliance with applicable laws and regulations governing Academy operations and programs.
23. To be responsible for the supervision and discipline of the students, and to ensure their compliance with the rules and regulations of the Academy during their attendance at the Academy.
24. Schedule Board elections and notify the heads of the law enforcement agencies of the planning district.
25. Such additional duties as are given to the Director from time to time by the Board.

SECTION 6. FINANCING AND BUDGET

A. Capital Assets and Expenditures

To accomplish the Academy's purpose, the Board shall have the authority to incur debt, to acquire and own real estate, to secure obligations by placing deeds of trust upon its property, to contract for its location needs and to execute all necessary instruments and documents. Any indebtedness so incurred shall not be indebtedness of any participating local jurisdiction or agency.

B. Operating Expenses

The total operating expense of the Academy will be funded by the state and participating jurisdictions and agencies. The local share of expenditures shall be determined by the total number of authorized sworn personnel. Each participant shall contribute annually the cost per officer times its number of employees requiring training, as determined by the guidelines of the Department of Criminal Justice Services. The Board shall determine when the appropriation of each participant is to be made to the Academy. Any new participant, after being approved by the Board, shall be assessed the standard fee per authorized officer based on a prorated quarterly basis.

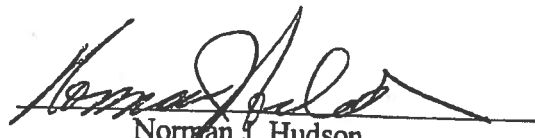
SECTION 7. TERMINATION

In the event this Agreement is terminated in its entirety, all property of the Academy shall be scheduled and valued by or at the direction of the Board and distributed in kind to the participants as nearly as is feasible in the same proportion as they contributed to acquiring the property. The word "termination " in this section applies only to the complete dissolution of the Academy in accordance with Section 3 of this Charter Agreement, and does not include those situations in which a participating jurisdiction or agency withdraws its membership.

SECTION 8. AMENDMENTS

The Board may recommend amendments to this Charter. Such amendments shall become effective upon approval by any two of the participating governmental units.

This Charter Agreement is approved by the Board this 5th day of May, 2014:


Norman J. Hudson,
Chairman, Board of Directors

RESOLUTION OF THE ALTAVISTA TOWN COUNCIL
MUTUAL AID AGREEMENT

WHEREAS, for a number of years the cities, counties and towns in Central Virginia and their law enforcement agencies have participated in mutual aid agreements; and,

WHEREAS, these mutual aid agreements have (a) helped promote regional corporation among law enforcement agencies (b) helped participating jurisdictions provide necessary law enforcement services during emergencies and (c) helped enhance the overall quality of law enforcement services in Central Virginia; and,

WHEREAS, the Town of Altavista entered into a written mutual aid agreement dated _____, with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Town of Amherst, the Town of Brookneal, the Town of Bedford, and the Town of Hurt; and,

WHEREAS, these mutual aid agreements must be amended from time to time to reflect amendments to the Virginia Code, to add new parties, etc.; and,

WHEREAS, the Sheriff's Departments for Nelson County and Pittsylvania County have requested that they be allowed to participate in the mutual aid agreement along with the cities, counties, and towns and other law enforcement agencies in Central Virginia who are currently parties to the said mutual aid agreement;

NOW, THEREFORE, BE IT RESOLVED that the Altavista Town Council hereby authorizes the Town to enter into a written mutual aid agreement with the Amherst County Sheriff's Department, the Appomattox County Sheriff's Department, the Bedford County Sheriff's Department, the Campbell County Sheriff's Department, the Lynchburg Sheriff's Department, the Nelson County Sheriff's Department, the Pittsylvania County Sheriff's Department, the Town of Amherst, the Town of Bedford, the Town of Brookneal, the Town of Hurt and such other cities, counties, and towns and law enforcement agencies in the Central Virginia area as may be appropriate for the joint use of law enforcement forces, both regular and auxiliary, equipment and materials, in order to maintain the peace and good order, and the Town Manager is authorized to execute such an agreement on behalf of the Town of Altavista.

BE IT FURTHER RESOLVED the Altavista Town Council hereby approves the Town's participation in future law enforcement mutual aid agreements with the cities, counties, and towns in Central Virginia and their law enforcement agencies and at such times as those mutual aid agreements must be updated and amended, the Town Council authorizes the Town Manager to sign such future law enforcement mutual aid agreements on behalf of the Town.

Adopted: _____

Certified: _____

Clerk of Council

TOWN OF ALTAVISTA

The undersigned party hereby agrees to and enters into this Mutual Aid Agreement dated August 1, 2014, by and between the Sheriff's of the Counties of Amherst, Appomattox, Bedford, Campbell, Nelson, Pittsylvania; the Towns of Altavista, Amherst, Bedford, Brookneal, and Hurt; and the City of Lynchburg, Virginia.

Commonwealth of Virginia
Town of Altavista

The forgoing instrument was acknowledged before me this _____ day of _____, 2014.

By

Tobie Shelton
Town Clerk

Waverly Coggsdale
Town Manager, Town of Altavista

Notary Public

My Commission expires: _____

Notary Number: _____

THIS AGREEMENT, made and entered into this first day of July, 2014, by and between **L. J. AYERS, III, SHERIFF, COUNTY OF AMHERST, VIRGINIA; BARRY E. LETTERMAN, SHERIFF, COUNTY OF APPOMATTOX, VIRGINIA; MICHAEL J. BROWN, SHERIFF, COUNTY OF BEDFORD, VIRGINIA; STEVE A. HUTCHERSON, SHERIFF, COUNTY OF CAMPBELL, VIRGINIA; W. DAVID BROOKS, SHERIFF, COUNTY OF NELSON, VIRGINIA; RONALD L. GILLISPIE, SHERIFF, CITY OF LYNCHBURG, VIRGINIA; MICHAEL W. TAYLOR, SHERIFF, COUNTY OF PITTSYLVANIA, VIRGINIA; THE TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Altavista); **THE TOWN COUNCIL OF THE TOWN OF AMHERST, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Amherst); **THE TOWN COUNCIL OF THE TOWN OF BEDFORD, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Bedford); **THE TOWN COUNCIL OF THE TOWN OF BROOKNEAL, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Brookneal); **THE TOWN COUNCIL OF THE TOWN OF HURT, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (Town of Hurt); and **THE CITY COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia (City of Lynchburg);

WITNESSETH:

WHEREAS, the parties hereto are the Sheriffs of counties where no police department has been established, the Sheriff of the City of Lynchburg, or are the governing bodies of cities and towns within the Commonwealth of Virginia where police departments are established; and

WHEREAS, it is the desire of the parties hereto to enter into a Mutual Aid Agreement in accordance with the provisions of §15.2-1736, and any successor statute, of the Code of Virginia; and

1. **WHEREAS**, §15.2-1736 of The Code of Virginia authorizes such Mutual Aid Agreements; and
2. **WHEREAS**, the seven Sheriffs and five local governments who are parties to this Agreement, have determined that the provision of police aid across jurisdictional lines, and the ability of police officers and sheriffs and their deputies to make arrests across jurisdictional lines, will increase their ability to maintain peace and good order throughout the entire area; and

3. **WHEREAS**, it is deemed to be mutually beneficial to the parties hereto to enter into an Agreement concerning mutual aid and cooperation and with regard to law enforcement; and

4. **WHEREAS**, the parties desire that the terms and conditions of this Mutual Aid Agreement be established; NOW, THEREFORE,

WITNESSETH:

That for and in consideration of the mutual benefits to be derived from this police Mutual Aid Agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide police support to the jurisdictions which are parties to this Agreement with the capabilities available at the time the request for such support is made and within the terms of this Agreement.

2. The term "law-enforcement officer" as used in this Agreement shall mean any full-time or part-time employee of a police department or sheriff's office who is responsible for the prevention or detection of crime and the enforcement of the penal, traffic or highway laws of this Commonwealth or of a city, town, or county of this Commonwealth, including any auxiliary police officers and auxiliary deputy sheriffs lawfully appointed. The police support provided under this Agreement by the Sheriff of the City of Lynchburg shall be limited to the Sheriff and such deputies who have law enforcement certification from the Virginia Department of Criminal Justice Services and comply with minimum qualifications of §15.2-1705 and §15.2-1706 of the Code of Virginia.

3. Requests for assistance pursuant to the terms and conditions of this Agreement may be made in person or by radio, telephone or any other method of communication, directly by and between supervisory law-enforcement officers on duty, or indirectly through supervisory administrative or dispatch personnel of any of the parties to this Agreement.

4. The personnel of the requested jurisdiction shall render such assistance under the direction of the Chief of Police or Sheriff or their respective designee of the requesting jurisdiction. Responding personnel should report to the person and/or location identified in the initial request for assistance. Supervision of the incident will be determined by the requesting agency. Once the mutual aid request is

made, the requesting agency should determine the best method of communication. If the agencies have common radio channels, they should utilize the best appropriate frequency. If there is no common frequency between the agencies, arrangements should be made so communication is available to the requested agency. This can be done in person, by cell phone, or by issuing a radio with the necessary frequency.

5. Law enforcement support provided pursuant to this Agreement may include, but not be limited to the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment.

6. Nothing contained in this Agreement shall in any manner be construed to compel any of the parties hereto to respond to a request for police support when the law enforcement officers of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed or are being used within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction to continue to provide police support to another jurisdiction when its law enforcement officers or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its own jurisdiction.

7. In those situations not involving the provision of mutual aid upon request, law enforcement officers may also enter any of the other jurisdictions that are parties of this Agreement in furtherance of law enforcement purposes, concerning any offense in which the entering police department or sheriff's office may have a valid interest; provided, that the entering law enforcement officers shall, as soon as practical, make such presence known to the police department or sheriff's office of the entered jurisdiction.

8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the police department or sheriff's office of the locality whose court has original jurisdiction over the offense. Entering law-enforcement officers shall promptly notify the police department or sheriff's office of the entered locality upon discovery of a crime which a court of the entered locality has original jurisdiction.

9. All law enforcement officers of the parties to this Agreement who are acting pursuant to this

Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and laws and ordinances of the locality within which they are present and to perform the other duties of a law enforcement officer in each jurisdiction subscribing to this Agreement; such authority shall be in conformance with §15.2-1736, and any successor statute, of the Code of Virginia and any other section of the Code of Virginia that may be applicable; however, law enforcement officers of any jurisdiction or sheriff's office who are casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent, immediate threat to public safety precludes the option of deferring action to the police department or sheriff's office of that jurisdiction, or when such law enforcement officer observes a person known to be wanted and subject to arrest, or for whom a warrant of arrest or capias exists.

10. All law enforcement officers of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in each jurisdiction subscribing to this Agreement, including the authority to make arrests in each such jurisdiction subscribing to this Agreement, as he has within the locality where he is employed.

11. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purpose of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party receiving assistance.

12. All pension, relief disability, worker's compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that provisions of these benefits shall remain the responsibility of the primary employing jurisdiction.

13. Each party agrees that, in activities involving the rendering of assistance to a requesting jurisdiction pursuant to this Agreement, each party shall (i) waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdictions; and (ii) indemnify hold and save harmless to the extent it is legal to do so the other parties from all claims by

third parties for property damage or personal injury which may arise out of the activities of the other parties outside their respective jurisdictions. It is expressly understood that the provisions of this paragraph shall not apply to the entry of law enforcement officers into another jurisdiction pursuant to paragraph 7 of this Agreement. This Agreement does not constitute a waiver of any parties right to sovereign immunity or any other form of immunity any party may enjoy or be entitled to.

14. The parties shall not be liable to each other for reimbursement for injuries to personnel or damage to equipment incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

15. This Agreement amends and replaces the previous written Agreement by these parties under §15.2-1736 of the Code of Virginia dated August 1, 2009. All other written or oral Agreements between all or any of the parties to this Agreement shall remain in full force and effect.

16. Withdrawal. Any party of this Agreement shall have the right to withdraw from this Agreement, with or without cause, by giving written notice to the other parties by certified mail, return receipt requested. Any withdrawal shall be effective thirty (30) days after receipt of notice of withdrawal. This Agreement shall be presumed to be in full force and effect unless and until notice of withdrawal shall be produced in the event the question of continuing effect of this Agreement shall arise in any judicial or administrative proceeding. In the event one or more parties withdraws, this Agreement shall continue in full force and effect as to the remaining parties.

17. Succession of Sheriffs. It is the intention of the parties that this Agreement shall be of a continuous duration and remain in effect even if any of the Sheriffs who are in the parties to this Agreement leave office. Should any of the Sheriffs who are parties to this Agreement leave office, this Agreement shall continue and remain in full force and effect in the jurisdiction of the Sheriff who has left office, provided that his successor shall within thirty (30) days of taking office, give written notice to the Clerk of the City Council of Lynchburg stating his intention to remain a part of this Agreement. Should such written notice not be provided within (30) days of taking office, the successor Sheriff shall be deemed to have withdrawn from this Agreement.

18. Completeness of Agreement. This Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, or representations, either oral or written. This Agreement may be amended only by written instruments signed by authorized representatives of the participating jurisdictions.

19. Gender. Any word importing the masculine gender used in this Agreement may extend to and be applied to females as well as males.

20. Agreement Custodian. The Clerk of the City Council of the City of Lynchburg shall retain the original signed copy of this Agreement and shall be the custodian thereof and authorized to make and distribute attested or authenticated copies of the Agreement.

21. Effective Date and Duration of Agreement. This Agreement shall be in effect for a period of five (5) years beginning at 12:01 a.m. August 1, 2014, or at such later time as all of the parties have endorsed this Agreement, and shall terminate at 11:59 p.m. on July 31, 2019.



Meeting Date: July 8, 2014

PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Wednesday, June 25th to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Water Tank Agreement (Action Requested) **Total motions needed: 1**

At its May 13th meeting, the Council considered the Dearing Ford Water tank conveyance agreement provided by Campbell County. After discussion, Council voted to make a change in the language of the agreement and staff forwarded it to the County. Attached is correspondence between the Town Manager and the County Administrator regarding the latest agreement language. At this time, the Committee would recommend that the latest version of the language in the agreement provided by the County be accepted. (Attachments)

POSSIBLE MOTION: "I move that the Dearing Ford Water tank agreement be adopted as amended and the Town Manager be authorized to take the necessary steps to accept the tank."

II: Temporary Street Closing Request – 9th Street (Action Requested) **Total motions needed: 1**

The Church of God of Prophecy located on 9th Street will be having their annual Community Fun Day on Saturday, July 26th from 9 a.m. to 3 p.m. and has requested that 9th Street be temporarily blocked during this time period. The Committee recommends this action.

POSSIBLE MOTION: "I move that 9th Street be temporarily blocked in accordance with the church's request."

III: Other Items Discussed – No Action Requested

WWTP EOP – Maintenance of the pond and potential testing were discussed. The Committee indicates that the PCB Work Session will be in September.

Main Street Waterline Project (Engineering Proposal) – The Committee discussed the proposal of *WW Associates* for design services related to the Main Street Waterline project and the need to move forward. (Note: Action on this item will be through the Finance Committee's report.)

Main Street trees - At last month's Council meeting the Committee asked that no action be taken on their recommendation to remove a tree on Main Street until Public Works has had an opportunity to review all street trees and offer a recommendation. David Garrett reported back to the Committee that he has looked at the trees and is gathering additional

information and will have a recommendation for the Committee at their July committee meeting.

Utility Deposit Discussion – The Committee reviewed information provided by staff regarding utility deposits and opted to take no action at this time. Staff is looking into a relatively new section of the State Code that may assist with non-payment of utility bills by a lessee or tenant.

Bedford Avenue Waterline Project (1A) – The project will go out to bid on June 29th, bids will be received and opened on July 29th and hopefully we will be ready to recommend an award to Council at their August 12th meeting.

The next scheduled meeting of the Public Works/Utility Committee is Thursday, July 31st at 7:00 a.m. in the large conference room of the J.R. "Rudy" Burgess Town Hall.

Members Present: Ferguson, Dalton and Higginbotham

**Dearing Ford Elevated Water Tank
Agreement – Town and Campbell County**

Waverly -

Good morning. Cliff passed along the requested change in paragraph four of the proposed agreement to transfer the water tank to the Town. Unfortunately the proposed language change does not account for the need to repipe the tank if it is taken out of service and not demolished. I've noted below an option for language in paragraph four that we are fine with and I believe it meets the intent of your proposed change. Please let me know at your convenience if this will work for you.

Thanks.

David

This is the current language. We're fine using this:

4. Town Responsibilities. The Town agrees that it will be solely responsible for any costs in excess of \$40,000 related to this property, including but not limited to, maintenance of the tank and property, demolition of the tank, or modification of the water line piping should the tank be removed. The Town agrees that it will either maintain the tank in good condition or demolish it if no longer required for water storage.

This is what the Town proposed. It doesn't address the repiping if not demolished:

4. Town Responsibilities. The Town agrees that it will be solely responsible for any costs in excess of \$40,000 related to this property, including but not limited to, maintenance of the tank and property, demolition of the tank, or modification of the water line piping should the tank be removed. The Town agrees it will maintain the tank in reasonable condition.

This is what will work for the County and I believe still addresses the intent of your change:

4. Town Responsibilities. The Town agrees that it will be solely responsible for any costs in excess of \$40,000 related to this property, including but not limited to, maintenance of the tank and property, demolition of the tank, or modification of the water line piping should the tank be removed or no longer used for water storage. The Town agrees that it will maintain the tank in reasonable condition whether used for water storage or not, and if no longer used for water storage will either demolish the tank or repipe the tank the same as if it were being demolished.

R. David Laurell, County Administrator
Campbell County
PO Box 100
Rustburg, Virginia 24588
434-592-9525
FAX – 434-332-9617
RDLaurell@CampbellCountyVa.Gov

* REVISED *

CONVEYANCE AGREEMENT

THIS AGREEMENT ("Agreement") is dated this ____ day of _____, 2014, and is by and between **Campbell County**, a political subdivision of the Commonwealth of Virginia (the "County"), and the **Town of Altavista** (the "Town"), a political subdivision of the Commonwealth of Virginia.

WHEREAS, this Agreement is made and entered into by and between the parties for the purpose of establishing the terms by which the County will convey a 300,000 gallon elevated water storage tank and the 0.41 acre, plus or minus, parcel of property on which it is located (hereinafter "Tank"), tax map #69-8-2, to the Town.

WHEREAS, the Tank is located near the intersection of Dearing Ford Road and Tardy Mountain Road in the Town of Altavista;

WHEREAS, at its regularly scheduled meeting on May 6, 2014, the Board of Supervisors for Campbell County held a public hearing on the question of the declaration of the Tank surplus, and did so declare the Tank surplus after public hearing, and also declared an intent to convey the Tank to the Town at the request of the Town;

NOW, THEREFORE, for and in consideration of the mutual covenants, conditions and agreements contained herein, it is agreed as follows:

1. Title. County shall convey title to the Tank by deed subject to any rights, covenants, privileges or easements encumbering the Tank, whether located above, upon, or under the surface, either presently in use or of record to the Town.

2. Condition of the Property. The Tank will be conveyed in its "AS IS" condition. County makes no representation or warranty with regard to the acreage, boundary lines, condition, value or permitted use of the Tank, or with regard to the presence on the Tank of any toxic or hazardous substances or materials of any nature, including but not limited to, petroleum, lead, radon, asbestos or asbestos-related materials.

3. Funds for Maintenance or Demolition. The County agrees that it will provide up to \$40,000 in funds to be used for maintenance or demolition costs if they are incurred within the 18 months immediately following the date of recordation of a Deed. The Town shall submit paid invoices to the County for reimbursement under this paragraph.

4. Town Responsibilities. The Town agrees it will be solely responsible for any costs in excess of \$40,000 related to this property, including but not limited to, maintenance of the tank and property, demolition of the tank, or modification of the water line piping should the tank be removed or no longer used for water storage. The Town agrees it will maintain the tank in reasonable condition whether used for water storage or not, and if no longer used for water storage will either demolish the tank or re-pipe the tank the same as if it were being

demolished in order to maintain proper water delivery. (Any maintenance or demolition occurring after 18 months will be the sole cost of the Town as provided for in Paragraph 3.)

5. Leases. There are no written agreements, except for those matters of record in the chain of title to the Tank or, to the best of County's knowledge, unwritten agreements, recorded or unrecorded, affecting or relating to the use of the Tank.

6. Authority. The County has full power, authorization and approval to enter into this Agreement and to carry out its obligations hereunder. The Town has full power, authorization and approval to enter into this Agreement and to carry out its obligations hereunder.

7. Entire Agreement. This Agreement constitutes the entire agreement between the County and the Town and may be amended or modified only by written agreement between the parties hereto. This Agreement shall be construed and enforced in all respects according to the laws of the Commonwealth of Virginia.

Witness the following signatures:

CAMPBELL COUNTY, a political subdivision of the
Commonwealth of Virginia

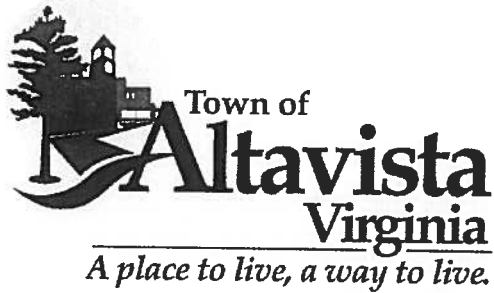
By: _____
R. David Laurell, County Administrator

Date: _____

TOWN OF ALTAVISTA, a political subdivision of the
Commonwealth of Virginia

By: _____
Waverly Coggsdale, Town Manager

Date: _____



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Dan Witt, Assistant Town Manager DNW

Date: June 17, 2014

Re: Closing 9th Street

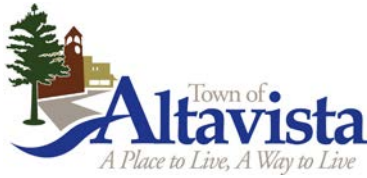
The Church of God of Prophecy, located at the corner of Amherst Avenue and 9th Street has requested permission to block off the portion of 9th Street directly in front of their church. The church is on one side of 9th and the Family Life Center is on the opposite side of the street. They have planned a Community Fun Day, for July 26th from 9AM until 3PM.

Blocking the street will not deny access to any homes but traffic will not be able to turn off Amherst Avenue onto 9th Street. This request has been approved for past fun days at the church.

9th Street - Temporary Street Closure Request – 900 Block
Church of God of Prophecy

Saturday, July 26th - 9 a.m. to 3 p.m. (As shown on map)





Town of Altavista Town Council Meeting Agenda Form

Meeting Date: July 8, 2014

Agenda Placement: Standing Committee/Commission/Board Reports

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Planning Commission request for Joint Public Hearing

Presenter(s): Assistant Town Manager

SUBJECT HIGHLIGHTS

Dan Witt, Assistant Town Manager, will present a report from the Altavista Planning Commission and forward their request to conduct a "joint public hearing" on a proposed ordinance amendment.

Attachments: Memo; Planning Commission Agenda Item form (ordinance amendment)

Potential Action(s) or Motion(s):

Per Council's discussion

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) Memo from Assistant Town Manager; 2) Planning Commission Agenda item form (ordinance amendment)		
This agenda form has been reviewed by:	Initials	Comments:
Assistant Town Manager	dnw	
Town Manager	jwc	

MEMO

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager
Date: July 2, 2014
Re: Planning Commission Report- Electronic Changeable Copy Signs

At their June 3rd meeting the Planning Commission (PC) was presented with a request to amend the Sign Ordinance, Section 86-640 (6). Staff gathered information and provided a report to the PC at their June 30th meeting (attached). The PC reviewed our current ordinance and also the ordinances of several localities and determined that the Town's Ordinance was too restrictive and they would like to expedite amending the ordinance.

The PC does not view this as a 'controversial' matter and are requesting a joint public hearing with Town Council at the August 12, 2014, 7:00PM council meeting.

The specific changes would be: 1. to permit scrolling of words or numbers; 2. allow for a word or number message to scroll; 3. Reduce the duration of the message from 15 seconds to 4 seconds.

Staff would work with Mr. Eller to draft a hearing notice and to make sure the wording in the amended ordinance is correct but below are the proposed deletions in italics and proposed additions in bold and underlined:

(6) *Changeable copy sign (electronic)*. Electronic changeable copy signs shall meet the development standards set forth in this section for the applicable type of sign. No changeable copy sign shall be permitted which is so constructed or placed that it diverts the attention of motorists to the detriment of safe travel on the streets of the town. All such signs shall conform to the following standards:

- a. The sign cannot flash **but words or numbers may** or scroll in any direction. *and changing of the text must be faded in and out.*
- b. There shall be no more than three lines of text on any sign face for an electronic changeable copy sign.
- c. Text on the face of the sign shall remain in place for a minimum of **15** seconds.
- d. Maximum size for electronic changeable copy sign is 45 square feet.
- e. **Electronic changeable copy signs shall comply with all Virginia Department of Transportation (VDOT) requirements.**
- f. Sign standards shall be as described in section 86-652

Below is the VA State Code:

§ 33.1-369. Certain advertisements or structures prohibited.

No advertisement or advertising structure shall be erected, maintained or operated:

(1) Within 660 feet of the nearest edge of the right-of-way of the Blue Ridge Parkway, the Colonial National Parkway, the Mount Vernon Boulevard, or any other parkway within this Commonwealth or within 660 feet of any public cemetery, public park reservation, public playground, national forest or state forest, outside the limits of any municipality; however, any advertisement or advertising structure which is lawfully in place on April 6, 1966, and which does not conform to the 660-foot distance requirement may be maintained for the life of such advertisement or advertising structure;

(2) **Which involves motion or rotation of any part of the structure, moving reflective disks, running animation, or displays an intermittent light or lights visible from any highway.** The prohibition of this subsection shall not apply to: (a) an advertisement or advertisement structure with **messages that change no more than once every four seconds** and is consistent with agreements entered into between the Commissioner of Highways and the United States Department of Transportation or **(b) an on-premises advertisement or advertising structure with messages displayed as scrolling words and/or numbers;**

(3) Which uses the words "stop" or "danger" prominently displayed or presents or implies the need or requirement of stopping or the existence of danger on any highway, or which is a copy or imitation of official highway signs;

(4) [Reserved.]

(5) Which, within visible distance of any highway, advertises any county, city, town, village, historic place or shrine without the consent, in writing of such county, city, town or village or of the owner of such historic place or shrine;

(6) Which is mobile and is designed to and effectively does distract the attention of passing motorists on any highway by flashing lights, loud and blatant noises or movable objects;

(7) Which involve red, green or amber lights or reflectorized material and which resemble traffic signal lights or traffic control signs and are within visible distance of any highway;

(8) Within fifteen feet of the nearest edge of the pavement of any highway; however, the Commissioner of Highways may waive this restriction whenever the advertisement or advertising structure is actually anchored outside of the right-of-way, and, within his discretion, does not constitute a safety hazard or conflict with any other restriction contained in this section;

(9) At any public road intersection in such manner as would obstruct the clear vision in either direction between a point on the center line of the side road 20 feet from the nearest edge of the

pavement of the main road and points on the main road 400 feet distant, measured along the nearest edge of the pavement of the main road;

(10) At any grade intersection of a public road and a railroad in such manner as would obstruct the clear vision in either direction within triangular areas formed by (a) a point at the center of the railroad-public road intersection, (b) a point on the public road 400 feet from the center of the railroad-public road intersection as measured along the center of the public road, and (c) a point on the railroad 500 feet from the center of the railroad-public road intersection as measured along the center of the railroad;

(11) At or near any curve in a road in such a manner as to obstruct the clear vision of traffic from any one point on such curve to any other point not more than 400 feet apart, as measured between each point from the nearest edge of the pavement;

(12) Which advertises activities which are illegal under state or federal laws or regulations in effect at the location of such sign or advertisement or at the location of such activities;

(13) Which is obsolete or inconsistent with this article or regulations adopted by the Commonwealth Transportation Board pursuant to this article; or

(14) After December 18, 1991, adjacent to any interstate, federal-aid primary, or national highway system highway in the Commonwealth which has been designated as a Virginia byway or scenic highway, except directional and official signs and notices defined in this article and regulations adopted under this article, on-premises signs, and signs advertising the sale or lease of property upon which they are located.

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: New Business Item

(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

Subject Title: Electronic Changeable Copy Signs

Meeting Date: June 30, 2014

Action Needed: No action required at this time

(N/A: Information only)

Subject Overview

At the June 2nd meeting Elaine Dalton presented a request to the Planning Commission to revisit the ordinance, Section 86-640 (6). She would like to 'better utilize the technology' for the new sign purchased for the Medicine Shoppe. Although reviewed in 2011 when the PC did a rewrite of the current ordinance, this code section dates back to 2005 when only the sign ordinance section was rewritten.

At that time this was new technology and because of the 'unknowns' of these type signs the PC recommended and TC adopted stringent regulations for these signs- more stringent than what VDOT allows.

(6) *Changeable copy sign (electronic)*. Electronic changeable copy signs shall meet the development standards set forth in this section for the applicable type of sign. No changeable copy sign shall be permitted which is so constructed or placed that it diverts the attention of motorists to the detriment of safe travel on the streets of the town. All such signs shall conform to the following standards:

- a. The sign cannot flash or scroll in any direction and changing of the text must be faded in and out.
- b. There shall be no more than three lines of text on any sign face for an electronic changeable copy sign.
- c. Text on the face of the sign shall remain in place for a minimum of 15 seconds.
- d. Maximum size for electronic changeable copy sign is 45 square feet.
- e. Sign standards shall be as described in [section 86-652](#)

At the request of the PC, staff has compiled ordinances from other localities showing how they regulate these type signs. (Attached)

Staff Recommendations, if applicable

None at this time.

Suggested / Required Action or Suggested Motion(s)

Review other ordinances and determine a plan of action to include recommended changes to the ordinance. Prior to moving beyond that point, I would suggest reporting to Town Council the request, reasoning for reviewing and considering changes to the ordinance, and plans to hold a public hearing.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: July 8, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Request for a Transportation Priorities Work Session with VDOT

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Staff would like to request that Town Council conduct a Work Session regarding transportation priorities for the Town of Altavista. The purpose of this discussion would be for VDOT and Town staff to discuss with Council the projects that have been completed, the ones on the horizon (0 – 6 years) and those of a longer range (6+ years). This will give Council an opportunity to review and analyze its priorities for transportation improvements in Altavista and establish direction for staff.

The Executive Summary of the *Town of Altavista 2035 Transportation Plan* is included for your review. The second page of the summary lists the projects that have previously been identified as the Town's priorities. With one complete and several in the works, the Work Session will be an opportunity to update Council on progress and discuss the other priorities.

Potential Action(s) or Motion(s):

MOTION: "I move that the Altavista Town Council conduct a Work Session on (Date/Time) with transportation priorities on the agenda."

Attachments: ☒ Yes ☐ No

Attachments (in order they appear in packet): 1) *Town of Altavista 2035 Transportation Plan*

This agenda form has been reviewed by:	Initials	Comments:
Finance Director		
Town Manager	jwc	

EXECUTIVE SUMMARY

The Town of Altavista Transportation Plan was developed as a joint effort between the Virginia Department of Transportation (VDOT) and the Town of Altavista. The purpose of this study was to evaluate the existing transportation system and future demand in the Town of Altavista and to recommend a set of transportation improvements that could best meet existing and future transportation infrastructure needs.

Improved transportation systems are vital to Virginia's and to the local area's economic growth and development. Providing effective, safe, and efficient movement of people and goods is a basic goal of VDOT's transportation program. This guiding principle, together with consideration of environmental issues and local mobility needs, was the basis for the development of this transportation plan.

VDOT will use this plan when evaluating requests from the local governments for specific transportation projects and/or implementing projects that VDOT initiates. This list of recommendations will also be used in the statewide transportation planning process so that the magnitude of transportation needs statewide can be more accurately quantified.

Altavista is located on the southern border of Campbell County, just across the Roanoke River from the town of Hurt in Pittsylvania County. The town is approximately 20 miles south of Lynchburg along U.S. Route 29. Altavista is located in the fertile Piedmont region to the east of the Blue Ridge Mountains, and historically has been a commercial hub for the surrounding agricultural community. However, in recent years, the town's economy has been sustained by manufacturing. A key event happened in 1905, when three brothers in the Lane family founded the Lane Company as a box manufacturer. The company grew to become a major furniture manufacturer, and was a major employer and civic influence in Altavista until its recent closing.

The study area for the Town of Altavista 2035 Transportation Plan coincided with the boundary line of the corporate limits. Within this boundary line (commonly called a cordon line); a specific set of roadways was selected and designated as the urban thoroughfares. The analyses and recommendations were limited to these urban thoroughfares and any new facilities recommended in this study.

The development of the transportation plan followed a process that included data collection, review, and analysis. The data collected included information such as traffic counts, police accident reports, roadway geometric inventory data, bridge structural inspection reports, at-grade railroad crossing geometric data, tourism surveys, and goods movement surveys. Review and analysis of this data was combined with a review and analysis of previous transportation and land-use plans and other studies. Furthermore, meetings were held with local staff throughout the study process to gather additional input.

Summary of Approach and Analysis Methods

The Plan was developed as a part of a structured approach with five basic components:

- Data collection
- Forecasting of future traffic demands
- Development of recommendations to meet existing and future
- Coordination with Altavista citizens and government officials
- Environmental overview and Plan documentation

Recommendations for the Altavista 2035 Transportation Plan are based on a comprehensive review of the capacity, safety, and geometry of the existing roadway system. They are based on other issues that affect the area's transportation system (such as parking, other modes of transportation, and goods movement).

The recommendations are divided in to three phases. Phase One recommendations apply to existing deficiencies and the most immediate transportation needs of the area. Phase Two recommendations apply to transportation improvements needed by the interim year 2020, and Phase Three recommendations are long-term projects needed by 2035.

A summary of the Town of Altavista recommendations is as follows:

Phase One: Base Year (2010)

The following segments have been identified for short-term improvements as part of the Town of Altavista 2035 Transportation Study:

- **Main Street and Pittsylvania Avenue**

Based on the accident history at this intersection, it is recommended to widen Pittsylvania Avenue from two to four lanes as well as widening the turning radius and lane reconfiguration at the intersection of Main Street.

- **Lynch Mill Road & Altavista Elementary School**

Construction of new left-center turn lane and right turn lanes at existing elementary school entrances.

- **Main Street Corridor**

Modify and consolidate entrance ways to improve safety and access along the corridor.

- **Main Street Bridge over Staunton River**

Construct new two-lane bridge with multi-use trail over Staunton (Roanoke) River.

Phase Two: Interim Year (2020)

The following segments have been identified for interim year improvements as part of the Town of Altavista 2035 Transportation Study:

- **Main Street and Lynch Mill Road**

Add dedicated right turn lane on Lynch Mill Rd. Widen corners of intersection on Lynch Mill Road to improve turning radius and extend culvert.

- **Lynch Mill Road and Clarion Road**

The recommendation is for the realignment, widening, and lane reconfiguration of the intersection of Clarion Road and Lynch Mill Road.

Phase Three: Study Year (2035) Recommendations

The following segment was identified for long-term improvement as part of the Town of Altavista 2035 Transportation Study:

- **Main Street Widening**

Widen Main Street to four lanes from 7th Street to Corporate Limits.

Local Recommendations

- **Clarion Road Connector**

Construct new two lane road connecting Clarion Road and 7th Street.

OTHER MODES AND GOODS MOVEMENT RECOMMENDATIONS

The *Altavista 2035 Transportation Plan* includes an assessment of the availability of modes of transportation other than private automobiles. The Plan also considers the quality of the local transportation system for the movement of goods for commercial purposes.

Regarding other modes of travel, the plan makes the following recommendations:

- Town officials should encourage the reestablishment of a Greyhound bus stop in the town.
- Altavista's Comprehensive Plan supports the inclusion and connectivity of sidewalks, trails, and bicycle accommodations as a modal choice. The *Downtown Altavista Master Plan, September 2006* identifies specific pedestrian accommodations. Pedestrian and bicycle access should be expanded to connect residential areas and with recreational, schools and other major activity centers in the area.
- Regarding goods movement, several of the proposed roadway recommendations will improve truck access for shippers by reducing congestion and making turning movements easier.

Accident Data Analysis

The following data details the high accident intersection from years 2003 – 2005. This data compared to the original 2020 Plan assisted in determining Recommendations for this Plan. Intersections are listed by highest to lowest incident counts:

- Main Street and Pittsylvania Avenue (Highest Accident Rate Intersection)
- Main Street and Amherst Avenue
- Main Street and 7th Street
- Main Street and Lola Avenue
- Main Street and Hughes Street
- Main Street and Lynch Mill Road

Capacity and Level of Service (LOS) Data Analysis

Utilizing current traffic counts, future traffic volumes were generated as well as determining future capacity. In general, traffic volumes on most thoroughfares have declined over the past years and Levels of Service (LOS) has improved. Reasons for this can be directly associated to the loss of major business' such as Lane in the Central Business District. As a part of this analysis, traffic forecast utilized a standard 1% Growth Rate for all routes except Clarion Road (3%). With the addition of a major retail center at the edge of town, which includes a Wal-Mart Supercenter, Clarion Road could see significant growth in the coming years.

Public Involvement

Public involvement efforts during the development of this plan included press releases, an internet web site for public review, council presentations and public informational meetings. Comments were solicited via public informational meetings that gave citizens an opportunity to speak with VDOT representatives regarding the plan and to submit written comments. Additionally, the plan can be reviewed at the VDOT District, Residency and Town offices.

July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Independence Day (Town Offices Closed) No ACTS Bus Service	5 1st Saturday Trade Lot AOT Cruise-In 5:30
6	7	8 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Chamber of Commerce TGIF	26
27	28	29	30	31 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM		

August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 1st Saturday Trade Lot AOT Cruise-In 5:30
3	4 Planning Commission 5:00 PM	5	6	7	8	9
10	11	12 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	13	14	15	16
17	18	19	20	21	22 Chamber of Commerce TGIF	23
24	25	26	27	28	29	30
31						